

Running Late? One Simple Fix.

By Dawn Roth

We've all been guilty of showing up late somewhere. The difference between one-time instances and habitual lateness is a question of consistency. This is the first of three articles focusing on the reasons for and solutions to lateness.

The number one error made by people continually behind schedule is that they underestimate the time it takes to do tasks. To arrive on time to an appointment means that all preparations leading up to it must be executed on time as well.

Estimating time is a skill that requires practice. If you suspect you are late for this reason, try this test. Write down how long it takes you to do the following tasks.

Shower

Dress

Drive to a local eatery

Use the bank drive-thru

Stop for gas

Now time these efforts from start to finish to rate your accuracy. Surprisingly, we can be off as much as 10 minutes for these common things we do almost daily!

To eliminate this problem from your schedule, keep estimating times as you go to do things and then keep track. If you need to write it down or use a timer, then do so. When you get more realistic time frames programmed into your conscious mind, you are better equipped to plan on time arrivals to your appointments.

Don't miss our next installment on lateness. We'll be talking about how to plan backwards to be sure you get the results you want in your scheduling.

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