

JUMP START TO GETTING ORGANIZED

Taking Control of Your Time

In order to get places on time you need to know when you have to leave. Working your time backwards will help you to figure that out.

Follow these simple steps to give it a try...

1. Think of a reoccurring event or situation for which you are often late.
2. What is the effect on you and on others when you're late?
3. When are you supposed to be there?
4. How long is it "supposed to" take to get there?
5. Based on how long it is "supposed to" take to get there, when do you need to leave? Is this how long you usually give yourself?
6. Now think about the last time you did this activity. What delayed you and caused you to be late? i.e.: traffic, red lights, finding a parking spot, weather, stopping to gather information, grabbing a coffee, stopping to talk or check your email...
7. Consider how much additional time you need for these completely real and legitimate reasons and double that amount of time to your departure time! Also consider whether or not the things that are delaying you are "squeeze ins" and might be avoided in general.
8. Based on what you learned, how much time do you really need to get there? When do you *really* need to leave?