



So little

# TIME



In research for this article, I came across a web page provided by the American Management Association dedicated to managing time. The first sentence I viewed upon finding this site went as so: the most fickle. Used wisely, it can be a powerful ally. Misused, it can be your greatest enemy."

I laughed. I mean, come on. It appeared that the quotation belonged somewhere in a fictional, if not corny, movie about time travel. Not applied to being timely. However, we should realize in this day and age that trying one's best to be on time is a serious matter. Honestly, how many of you have experienced firsthand the stress that comes with rushing about at the last minute? I have. And yeah, it's not fun.

There are many advantages to being punctual. I believe if you make an appointment on time without dilly-dallying people will respect you for it; not to mention that promptitude is just plain courteous. Also, preparing ahead saves you the hectic feeling of not having enough time to complete the getting ready process, thus leaving you late and riled for whichever occasion you're due to attend. I know that not many people enjoy arriving tardy to an important meeting, greeted by the stares of the more well-timed crowd.

If what I'm saying fits your lifestyle, you understand these circumstances are real, and will one day require great attention if you wish to become an un-late sort of person. Who wouldn't want to pride themselves on their time skills? God knows I would.

## Ideas for Punctuality

### 1. Watch the clock. Seriously.

If you keep tabs on how quickly the departure time is creeping up on you, you will better comprehend how long you need to get ready. Time is tricky. Don't let your guard down.

**2. Set a timer and keep it close at hand.** Have it alert you ten/fifteen minutes before you need to leave. Personally, I like the little magnetized ones you can stick on the fridge or clip to your pants. Do yourself a favor and buy one. Or use the timer on your oven. And don't knock it till you've tried it; they're useful in chaos prevention.

**3. Have materials to take with you?** Prepare them the night before. This speaks for itself. It allows you to be knowledgeable of what you are doing and dispels last minute confusion. Don't you just love that?

**4. I often have a hard time picking out something to wear, which is a huge contributor to lateness.** Make sure you are comfortable with your wardrobe, so you know what looks and feels good when you throw it on. Also, from earrings to socks, go with the lay-it-out-the-night-before suggestion.

**5. If you're super-pressed for time, make a list of to-do's.** You can bring order out of pandemonium faster with a list than with any other time management tool. Once in a while, in a grind, a little write-down of your schedule would be of assistance.

**6. Don't get distracted.** It doesn't matter what's on TV or who's online. (Not at the moment, anyway.) Stay focused. Your top priority is jumping in the car.

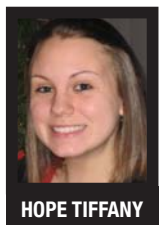
**7. No zoning out, going adrift, or procrastinating,** all of which... ahem... I have been known to do. Wasting time is not an option when you're trying to keep up with it.

**8. Set a goal of being finished** within fifteen or even twenty minutes before the actual time you have to go. This will quell the panicked state of running around like a headless chicken trying to be ready on time.

**9. If the date involves other people** — meetings, interviews, a random excursion with friends—make sure you cover the basics (like the time and place) up front, so you won't get addled and have to call back and forth a hundred times, straightening things out. By the end of that, you won't feel like going anywhere.

When you think about it, staying on schedule is a big deal, and one we underestimate. All of the elements of time management come into play individually, each as significant as the next. This shouldn't be taken for granted. Hey, just look at your alternative. When you finally burst onto the scene, late and sweaty and apologetic, I guarantee the #1 thing running through your mind will be: I should've been on time. And truthfully, you can be. Just use these tips and—really, guys—pick up the pace.

*Hope Tiffany is home-schooled in North Palm Beach.*



HOPE TIFFANY

## My Pet's the Cutest Contest!!

Check in our next issue for details about Today's Teen first-ever pet contest!!

Does your pet have the right stuff? Information on categories and rules will be provided. Check online for more details at [www.todayteenonline.com](http://www.todayteenonline.com)

