

Personal Reflection Exercises...

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When I make an appointment, I am on time. Others never have to wait on me because I am respectful of their time.

Whether it is one person meeting me for lunch or a large group of people meeting for work, I follow the same rule: ***I always plan to arrive early***, giving myself ample time in case I run into an unexpected delay.

When I am in a meeting, I am diligent so we can finish at the designated time. I eliminate activities or discussions that waste time. I cut out chatter and keep my conversations brief and to the point.

If I want to spend more time with someone, rather than causing the meeting to run later than expected, I schedule an additional appointment with him or her.

When I am with people late at night, I am considerate of the fact that they may need to get up early the next morning to go to work or get their children to school.

As a result, ***people trust me with their time***. They feel safe coming to me when I call on them because they do not fear being trapped. Time is priceless.

By respecting the time of others, my own time is respected as well.

Valuing people helps me practice being on time. When I am on time, I respect people and give them importance.

My time is precious and valuable; therefore, I treat others' time the same way.

Self-Reflection Questions:

1. How can planning ahead help me be on time?
2. How do I feel when others are late?
3. What are some things that prevent me from being on time?