

## Quick Question-Friend

How important is it for you to be on time? Do you expect others to be on time?

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## Worksite Reflection

What was something that happened at work this week? (an event, a problem, an interaction, a success, etc.)

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## Administrative Questions

Is your phone number the same?      YES    NO  
 Do you have active phone service?    YES    NO  
 Is everything at work satisfactory?      YES    NO  
 Are you getting enough hours?        YES    NO  
 If you selected NO, explain:

	POINTS	EARNED	On time	Late
Journal	5		Date turned in:	
Scenario	5		Weeks late (points off):	
Question	5		Final Score:	
Reflection	3			
Admin	2			

## Tips for Success

### Make Being Prompt a Priority.

Being late is not a cute character trait. It's a habit that has a negative impact on your life.

### Prepare for work the night before.

In the evening get things together so you won't rush.

### Practice healthy habits.

If you have trouble falling asleep, develop a routine, read (not your phone), eat healthy, and exercise regularly. 8 hours of sleep keeps you energetic.

### Find a way to be accountable

Find punctual coworkers with good attendance you can carpool with. A specified time keeps you accountable.

### Track How Long Tasks Take

Time how long it takes you to get ready (and and 5) so you can accurately plan your day.

### Use a Timer

Once you know how long it takes you to get ready, use a timer to make sure that you stick to it. Set one and when it goes off end that task.

### Follow Your To-Do List

You can't do it all. Cross out things that are not priorities. It's better to say "no" to things you don't have time for than saying "yes" and looking irresponsible.

### Give Yourself a Time Cushion

Don't just give yourself the amount of time that they need to get to where you're going on time. Instead, give yourself a time cushion in case something goes wrong.

### Be Prepared to Wait

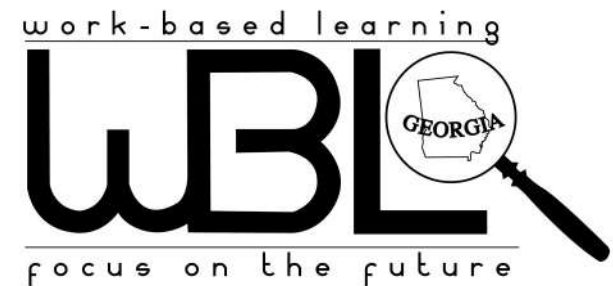
If you don't want to be early because you're wasting time. Be prepared to wait

### Set Up Reminders

Set a reminder an hour before you have to leave. Set another reminder for 15 minutes before you have to go.

# SHOW UP!

## Attendance and Punctuality Matter



## Absenteeism

Your attendance doesn't just affect your own job, but also the way your workplace functions. You need to be aware of how your attendance plays a role in your worksite.

### Cost To Business

Because staffing fills critical needs, attendance is vital for an worksite to function. Your attendance affects your company's bottom line, since it costs to recruit, hire and train new workers. Poor attendance can result in low productivity and lost customers, which affects profits. When absenteeism is high, there is a cost to loss of labor and profits.

### Low Morale Among Employees

Low attendance can cause a downward spiral with other ethics, like honesty and responsibility. Poor attendance drops morale of employees and keeps them from working together so that tasks can be completed efficiently. When employees have good attendance, they become a team of highly dependable workers that achieve common goals.

### Poor Company Culture

Poor attendance harms workplace culture, creating an environment that lacks motivation and teamwork. Chronically absent or tardy employees contribute to a culture of disrespect where people are not held accountable. When attendance is good and employees are engaged, a good culture is formed.



### DID YOU KNOW?

The average employee steals 4 hours and 5 minutes every week according to the American Payroll Association

## Punctuality

It doesn't matter how smart you are, if you're habitually late, you run the risk of ruining your work reputation. Punctuality isn't just good manners; it's a workplace requirement. If you need reasons to get out the door a few minutes earlier, here are several.

### It Shows That You Are Professional

Professional people make punctuality a priority. This habit helps you appear reliable and trustworthy.

### It Increases Your Credibility

You may think your job security is based on your performance, but that's not the only thing that matters. Employers don't want excuses; they want prompt action.

### It Shows That You Respect Others

Punctuality shows that you think other people are important. This reflects not just your level of commitment, but also the level of respect that you have for others.

### It Ensures That You Are Not Stressed

Stress is the number one complaint at work; being on time can reduce stress. Constantly being late means rushing to catch up with work. It leads to poor workplace performance and makes you anxious and uncomfortable.

### It Enhances Your Work's Productivity

Punctuality ensures that your work get done on time and that if you're on a team you don't slow them down. Your coworkers will resent you if they have to cover for you.

### It Shows You Have Integrity

Punctuality shows that you're dedicated to your job, interested in your work, and willing to take on more. Having good work ethic will help you move up at work.

### It Can Help You Get Ahead

A few minutes here and there may not seem like a big deal but it adds up quickly. Having poor attendance and punctuality can get you fired faster than anything else!

## Journal

If a school has no attendance policy, do you think arriving on time and every day is important to your success anyway? Why or why not?

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## Worksite Scenario

Ryan is scheduled to work; however, he doesn't have a ride. He knows he'll be written up if he doesn't go. What should he do?

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