10 Time Management Tips for The Chronically Late

Do you always find ONE more thing to do before you get to your next scheduled appointment, business meeting or personal task? Take these tips for a more efficient daily routine.

- [ ] Use your digital calendar to the max: add all details (particularly location), set two reminders, utilize the categories/color codes for each calendar event
- [ ] Set all calendar events 15-20 minutes earlier than the actual time
- [ ] Keep your gas tank from falling below half. When you're running late, you won't have to waste time making that stop to the gas station!
- [ ] Never let your public transportation card balance fall below a trip OR set up auto-reload so you don't miss a train refilling your card balance
- [ ] Rent a gym locker or keep a gym bag in the car with fresh gear
- [ ] Pack lunch the night before, not in the morning
- [ ] Rest. Work on maintaining a sleep routine so getting up in the morning isn't so hard!
- [ ] Set multiple alarms with different sound settings for the morning!!!!
- [ ] Limit distractions. Remove Facebook or your most time-sucking apps from your phone.
- [ ] Use Checkli. Seriously! Organize your life and become more efficient by making lists.