



Preparedness and punctuality are
two of the most important qualities
of a leader.

— *John Andreas Widtsoe* —

Punctuality is the characteristic of being able to complete a required task or fulfill an obligation before or at a previously designated time.



Why is punctuality important at work?

Workplace effects

Lack of punctuality not only affects the "machine" of the workplace -- it affects the people in it. It may lead to resentment, as coworkers who are on time have to pick up your jobs. Being late throws you out of the loop, as you may miss important information.

What It Achieves

When employees are punctual, the workplace operates more smoothly as a whole. For instance, when everyone is on time for a meeting, the meeting is able to start promptly.

Personal Effects

Lateness leads to stress, and stress leads to poor workplace performance.

What It Communicates

Punctuality communicates a plethora of positives to your employer and your peers. It shows that you're dedicated to the job, interested in the work and capable of handling responsibility.

If they're late, you're late

What impact is that having on you?



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How
punctual
is the
world?