

Be Responsible for Being On Time Checklist

Think of something that it is important for you to be on time for in the next two weeks. Write it on the line:

Things I need to do before leaving home:

- Eat
- Shower/bath
- Brush teeth/floss/use mouthwash
- Hair
- Make-up
- Iron
- Get dressed
- Assist other people (younger sibling, grandmother, dad, etc.)
- Chores (wash dishes, make bed, take out garbage, etc.)
- Get everything together that I need

This will all take approximately _____ minutes

I know where to go.

- Yes
- No — How am I going to find out? _____

I am getting there by:

- Car (Consider traffic and whether your car has gas.)
- Bus/Subway (Get to the bus stop early, and take a bus that is scheduled to arrive to your destination with extra time to spare.)
- Taxi (Make sure the taxi will be there with enough time to get to your destination early and that you have enough money to pay for the trip.)
- Another person is driving, (Make sure the person driving you is responsible and will get you where you need to be on time, if not early.)
- Walking (Have you walked there before? How long did it take?)

Transportation will take approximately _____ minutes.

Total time it will take for me to get ready and travel there: _____

Time I need to be there: _____

I will need to leave by: _____

Add an extra 10-15 minutes to your estimated time to allow for unexpected circumstances (weather, accidents, something at home, bus running late, etc.)