

Ask **THRIVE**: Be on Time

Want to make a good impression?

Be on time.

Want to set yourself up for a promotion?





Be on time.

Want to promote a culture of teamwork?

Be on time.

Being on time is a huge foundation for professionalism.

Helpful tips:

Calendar	<ul style="list-style-type: none">Actively update your personal calendar.	
Scheduling	<ul style="list-style-type: none">Ask your Nurse Manager and coworkers about their scheduling process.Make sure the people you share responsibilities with know what days you are scheduled to work	
Weather	<ul style="list-style-type: none">Look at the weather app the day before your shift and in the two hours before your shift.	
Traffic	<ul style="list-style-type: none">In the two hours before your shift, go onto Maps, type in your site as the destination and hit GO. If you see RED or an accident, leave 15 minutes early.	
Timing	<ul style="list-style-type: none">If you're ahead of schedule, DON'T try to fit in an extra task before leaving for work.	

It takes about three weeks to build a habit.

Why not start now?

Use the worksheet on the next page to improve your work-life balance.



Be On Time

LATE OFTEN?

Plan ahead for work-life balance.

What are your responsibilities?	I take care of...	
	<ul style="list-style-type: none">•••	<ul style="list-style-type: none">•••
What needs to be done before going to work?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Plan the DAY before your shift:	Ahead of time I need to...	
	1.	4.
	2.	5.
	3.	6.
Plan the 2 HOURS before your shift:	Before I leave I need to...	
	1.	
	2.	
	3.	

Choose what time you need to be out the door. Stick to it.

Show up. Work smart. Ask for help.