Reflect and Prepare

Name:

What Is Punctuality?

Punctuality means consistently showing up on time with preparation and respect. It builds trust, strengthens performance, and supports your personal competitive advantage.

Why This Matters to Me

Why is punctuality important in your school, training, job, or relationships?

_____

_____

_____

_____

_____

_____

Where I'm Winning and Struggling

Situations where I'm on time: _____

Situations where I'm late or rushed: _____

What I want to change: _____

Belief Shift

Circle or write a belief to strengthen your punctuality:

"My time choices shape how I'm seen."

"Being on time builds trust and confidence."

"I control more of my schedule than I think."

"Respect starts with showing up."

Other: _____

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Punctuality Practice + Progress

Name:

My 28-Day Punctuality Focus
What time habit or commitment will you improve this month?

_____

What's the setting (school, job, appointments, etc.)? _____
How will you reflect or track your growth?
❑ Alarm log ❑ Weekly check-in ❑ Peer feedback ❑ Calendar review

Restart Plan
When I slip or run late, I will:
❑ Own it and reset with kindness
❑ Adjust my prep routine
❑ Use my anchor phrase: "Early is easier."
❑ Other: _____

Weekly Reflection Prompts
1. When was I on time this week and what helped?

_____

2. When was I late and why?

_____

3. How did being on time affect my day or relationships?

_____

4. What small fix will I try next week?

_____

28-Day Punctuality Tracker

Focus goal or habit: _____

Week 1 ❑ ❑ ❑ ❑ ❑ ❑ ❑
How did week 1 go? Circle one word:
✔ On Time ✔ Late ✔ Prepared
✔ Rushed ✔ Improving ✔ Dependable

Week 2 ❑ ❑ ❑ ❑ ❑ ❑ ❑
How did week 2 go? Circle one word:
✔ On Time ✔ Late ✔ Prepared
✔ Rushed ✔ Improving ✔ Dependable

Week 3 ❑ ❑ ❑ ❑ ❑ ❑ ❑
How did week 3 go? Circle one word:
✔ On Time ✔ Late ✔ Prepared
✔ Rushed ✔ Improving ✔ Dependable

Week 4 ❑ ❑ ❑ ❑ ❑ ❑ ❑
How did week 4 go? Circle one word:
✔ On Time ✔ Late ✔ Prepared
✔ Rushed ✔ Improving ✔ Dependable

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