



## BUILDING CHARACTER, FAMILY AND COMMUNITY

A Community where good character is encouraged, recognized, and rewarded; where character awareness is a high priority; and where modeling of character is valued.

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### ***Punctuality vs. Tardiness***

“Showing esteem for others by doing the right thing at the right time”

### ***Puntualidad vs. Lentitud***

“Mostrar estima por otros, haciendo lo que es correcto en el momento oportuno”

**“Ordinary people merely think how they shall spend their time; a man of talent tries to use it.”  
— Arthur Schopenhauer**



"Promoting Character & Community"

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#### Punctuality on the Job

As a pharmaceutical firm moves a new drug through the clinical trial phase, the firm must meet many deadlines in many countries around the world. A one-day delay in the clinical trials for a new drug can cost a pharmaceutical firm \$600,000 to \$8 million, and one missed deadline can mean possible delays of up to 6 months for patients waiting for the new medicine.

Besides the economic and scientific concerns, individuals and organizations undermine their credibility and limit their future opportunities when they miss deadlines. Some delays will occur outside your control, but your consistent effort and your ability to work through delays will remain essential to personal and business relationships.

As you make the daily decisions that shape your present and your future, do not settle for the easy or the enjoyable. Recognize value apart from how you feel or what you want, and take responsibility. Do not come to the end of your life only to look back on a trail of missed opportunities and unrealized potential. Invest your life where it really matters.

Recognize the high cost of procrastination, patiently pursue goals, and invest yourself in those around you.

## KEY CONCEPTS OF PUNCTUALITY

### **Begin Early**

Instead of listing obstacles as excuses for failure, begin where you are, and give yourself time to overcome challenges.

### **Keep Track of Time**

Keep track of time; know what you should be doing at each point along the way.

### **Prioritize Your Day**

Organize daily objectives in their proper order and keep moving toward your long-term goals.

### **Respect Others' Time**

Your punctuality affects everyone around you. It expresses honor for others, and its absence expresses disrespect and carelessness.

### **Finish on Time**

You must keep the finish line in view and pace yourself to ensure you cross it at the right time.



### **Punctuality in Nature**

Many varieties of birds migrate for the winter, but few do so with the precise timing of the cliff swallow. On the same day every spring, cliff swallows can be seen returning to their nests to prepare for the new year.

### **The Meaning of Punctuality**

Punctual comes from the Latin word *punctum*, meaning “a point.” The English word originally expressed “scrupulous exactness” in any measurement. Today, punctuality usually refers to being at an appointed location at an appointed time.

**Punc•tu•al•i•ty** *n* 1: quality or state of being strictly observant of an appointed or regular time  
2: strict observance in keeping engagements; promptness.

“Achieving True Success — How to Build Character as a Family” is available for purchase at cost for \$6 at Owasso City Hall.