



THEME OF THE MONTH

Punctuality

***Honoring Others By Doing the Right Thing at the Right Time
(Punctuality vs. Tardiness)***

1. Strictly observant of an appointed or regular time.
2. One who is prompt, not late or tardy.
3. One who regularly demonstrates faithfulness in managing time.
4. One who is precise or exact.

Why is Punctuality Important?

“So observe the decree of this festival at the appointed time each year.”

Exodus 13:10 NLT

“See to it the offerings are brought at the appointed times...”

Numbers 28:2 NLT

“Don’t make a rash promise to God and only later count the cost...”

Proverbs 20:25 NLT

“The Lord detests the use of dishonest scales, but delights in accurate rates...”

Proverbs 11:1 NLT

How Do We Practice Punctuality?

1. We intend from the beginning to be timely in our actions.
2. We actively track the use of our time to stay on task.
3. We prioritize our responsibilities for maximum results.
4. We are respectful of others’ time and responsibilities.
5. We finish what we started on time, as promised.



MAT CHAT TALKING POINTS

1. How would you define punctuality? How is it best demonstrated?
2. What steps in your schedule or routine can you take to personally improve your punctuality?
3. To avoid being distracted, what can you do in advance to prepare to finish a task or assignment on time?
4. Do you have a time management routine? If not, how could you start one?
5. How do you motivate yourself to be on time all the time?
6. How do you feel when others are not punctual and fail to follow through?
7. How do we prioritize our responsibilities to best manage our time?
8. How do we feel after we have completed an assignment on time?

Talking Points:

It's a Balancing Act: Rather than try to cram as much as you can into each day, realize we cannot function at peak capacity all the time. Being punctual and productive means balancing priorities, and saying no when your schedule is already full.

Work When You Work Best: Work on your most important tasks when you are the most productive. Develop good work (and health) habits, stay on task for 25-90 minutes before taking a break to refresh and recharge.

Don't Procrastinate: It's easy to put things off to the last minute, but when we do so we often find we have competing obligations that rob us of our ability to do our best and finish on time. Start early, work consistently, and set short term goals to finish on time.

Keep the End in Mind: Punctual people work with the end in mind, understanding they have committed to accomplishing a task by a given time. Each step along the way being an integral part of moving them closer to their goal of completion, with a sense of pride in a job well done.