



SydneyTalent student employee timekeeping & meeting tips

The importance of punctuality

Punctuality is one of the key elements to your future workplace success. Knowing when to do certain activities by planning ahead and balancing competing priorities is the key to time management no matter what your role in the organisation.

Timekeeping tips

- Avoid being late to work because you have too many things to do in the morning. Think about which things could be done the night before, such as preparing your lunch, or having your outfit already picked out.
- Leave enough time to get to work in case buses, trains or traffic causes unforeseen delays
- If you are going to an unfamiliar place, work out how to get there in advance and give yourself ten or fifteen extra minutes, in case you get lost.
- Prioritise your tasks at work - do what's most important to the business, your manager or your customers first.
- Always meet deadlines you have been set, and keep your manager informed of your progress. If you are not able to meet a deadline always give your manager plenty of warning and the reasons for this so that there are never any surprises.

How to get the most out of meetings

Meetings are a part of doing business for almost all organisations. Whether you like them or hate them, they are an important way to help an organisation to function effectively. They are often an ideal forum for **all** employees to make a positive contribution to the growth and efficiency of the organisation. They are also a great way for student employees to learn more about the organisation and some of the issues it is facing. They can be a significant opportunity for growth and development. Below are some tips to assist you in ensuring your participation in meetings is positive.

- **Prepare for the meeting.** Ensure you read the agenda and the minutes of previous meetings prior to the start of every meeting. Understand the objective of the meeting and bring with you any material you may need as well as any notes you have made in preparation for the meeting.
- **Always be punctual.** Respect the time of others and always turn up to meetings on time.
- **Focus on the issue.** Avoid stories, jokes, and unrelated issues as these waste time, and distract the focus of the meeting. Save this for social occasions where it will be appreciated.
- **Take a moment to organize your thoughts before speaking.** Then express your idea simply, logically, and concisely. People are more receptive to ideas that they understand. Long, complex explanations always work against you.
- **Use positive comments in the meeting.** Negative comments create defensive reactions that distract from your goals.
- **Respect others.** Different views force us to think. Always listen to, and encourage the input of others. If you notice that you are speaking more than anyone else in a meeting, take a rest and ensure all participants have an opportunity to express their views.