

Savvy Biz Punctuality Form

To _____

From _____

Appointment time _____

Minus 30 minutes travel time _____

Minus 15 minutes to arrive early _____

Minus 15 minutes for traffic _____

Minus 30 minutes to prepare (departure time from office) _____

@ 2016 From the book *Success Without Stress* by Teri Scheinzeit, The Savvy Business Coach. www.savvybizowner.com

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