

Oops I'm Late! 5 Step Quick Reference*

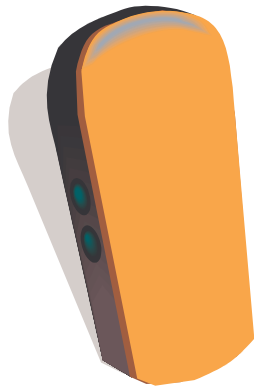
1.

Enter your appointment info in your Calendar as you would normally – on your phone, desktop or via the Web.



2.

Turn on your GPS (built-in on some phones). Check the FAQ if you don't have a GPS.



3.

Open *Oops I'm Late!* on your phone.



4.

Add or Remove Attendees from your late/arrival notification. (This is your last chance to remove the big boss.)

5.

Forget about it. Drive where you need to go. If the late criteria that you provided is met, your contacts will be notified. You needn't call, email or IM anyone.

*Actual number of steps can be added/removed (step 4) if the same location information has been entered previously or if geocoding fails to find a match. Use the Menu, Destination (4), Attendees (2) to modify attendees, Menu, Destination (4), Edit (1) to re-attempt geocoding. ** Cancellation during 30 second warning will result no notifications being sent. Be responsible; do not operate while driving. Air charges may apply.

The *Oops I'm Late!* Late Guide

If you *are* late, consider your options....

- 1) Must you be there in person? If not, can you "be there" over the phone? Telecommute?
- 2) Can you place a delegate there to: a) listen and take notes, or even better, b) act on your behalf?
- 3) Can you arrange to postpone the meeting? The other attendees may be able to keep busy doing other things until later, when you can be available for the postponed meeting.
- 4) Can you shortcut the amount of time you're late? Consider: dropping what you're doing and leaving immediately; taking a taxi instead of a bus; renting a car instead of taking a taxi; chartering a plane instead of being at the mercy of an airline....
- 5) Can you get more work done while you're en route to the meeting, so when you arrive late you have even more to offer than you'd originally planned? You'll be late, but you'll be arriving with more to present.

If you *were* late, consider your options...

- 1) Make sure *Oops I'm Late!* is properly set to make your notifications for you.
- 2) Determine why you are late
 - An "act of God" that you couldn't foresee?
 - An event, like traffic, you should have foreseen?
 - Your own fault, like getting lost or late start?
- 3) Learn a lesson from being late and do your best to never be late for the very same reason again.
- 4) Don't let being late wreck of the rest of your day:
 - By calming down. Take five deep, slow breaths while thinking sweet and peaceful thoughts.
 - By preparing how you'll behave when you get to where you're going.
 - By going back to basics: lower your expectations, concentrate on fundamentals, get the simple things right, put off the complex.
- 5) Resolve to practice better time management.
 - Allow more time to get where you're going.
 - Don't depart till you're sure of the directions.
 - Put that info where you'll find it when leaving.
 - Leave for your destination on schedule.