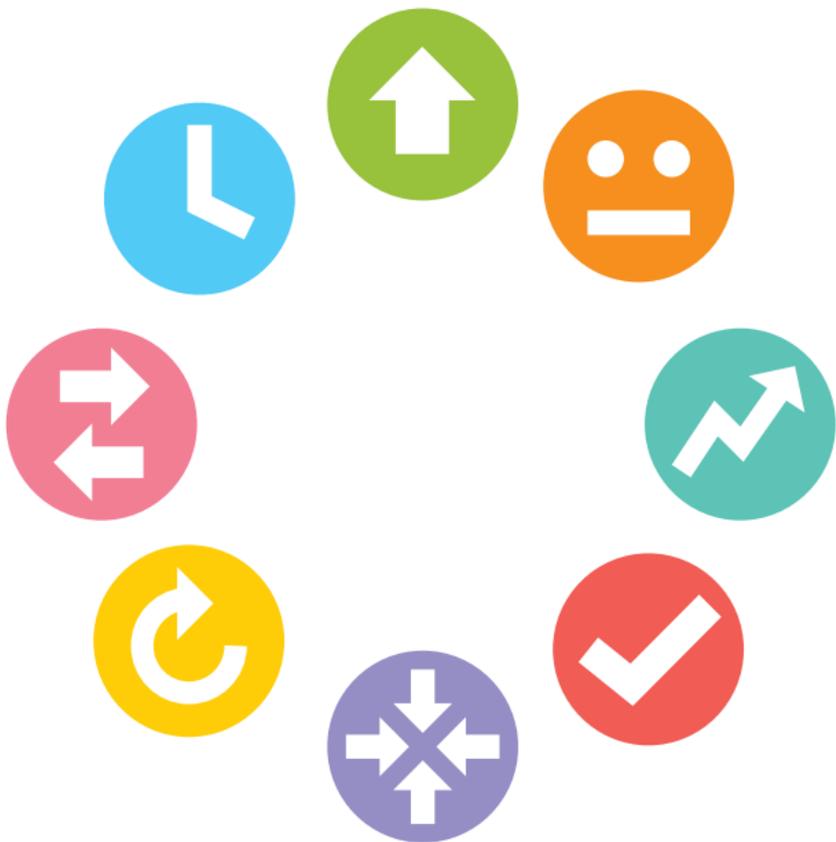


# PUNCTUALITY

The ifa always keeps to the agreed appointments.  
We strive to complete our tasks on time.



## Our beliefs at the Institute for Occupational Medicine

How do we deal with each other?

What is important to one another?



## Punctuality means ...

... more than the precise adherence to an agreed date or deadline.

It combines attributes that are important to our company, such as reliability, appreciation and respect for our patients, customers, employees and colleagues. If you are punctual, your stress level is lower.

In a fast-moving society, punctuality is essential. Many processes are coordinated with each other and have to function precisely in time. Punctuality saves time, money and nerves.



... a product of efficient and focused work and punctual service is our priority. To guarantee this, recovery and break times must be used sensibly. ifa expects its employees to draw the line between rest and work independently and to manage their own resources well. To this end, the ifa offers its employees flexible working hours and regular breaks wherever possible.

ifa.



## Tip no. 1

### My daily planning

Plan your work tasks together with the necessary short breaks and get an overview of your daily program.





## Tip no. 2

### Assess

Make a realistic estimate of the time required for a specific task.

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## Tip no. 3

### Priority

Set priorities and stick to them.

## Tip no. 4

### Inform the team

In case of unexpected delays or obstacles, inform your team or the patient/customer immediately about the situation.



## Tip no. 5

### Support

Request help to meet your deadlines.

## Tip no. 6

### Be polite

If the other person is late, point it out politely.

## Tip no. 7

### Prepare

Appear at appointments before the time in order to prepare yourself in peace and quiet.





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