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ON TIME or IN TIME

Don't say: Only one of the last six trains has been in time.
Say: Only one of the last six trains has been **on time**.
Don't say: We arrived on time to get good seats.
Say: We arrived **in time** to get good seats.

!On time means 'at the planned time', 'neither late nor early', the opposite is 'early' or 'late'; it is often used for timetable events.

In time means 'with enough time to spare', 'before the last moment'; the opposite is 'too late'.

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HOW TO BE ON TIME

1. *Schedule the event into your calendar*. If you block out time to be somewhere, then you won't be doing something else when it's time to go.

2. *Practice saying: „Excuse me, that I have to cut you off, but I have an appointment.*" It's hard at the beginning but people will respect you for **sticking to a schedule**.

3. *Be a time pessimist.* Assume everything will take a little longer than your first **estimate**. This will either make you right on time for everything, or it'll make you a little early. People who run early are calm, organized, and always ready.

4. Prioritize. Some people are late because they simply don't have enough time to do everything. The only way to change this is to stop doing so much. Face the reality that you cannot get your whole list done. **Figure out** what's most important and just get that done.

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VOCABULARY BUILDING

cut off- přerušit, zastavit
stick to a schedule - držet se plánu
assume - předpokládat, domnívat se
estimate - odhad, odhadovat
figure out - určit, rozmyslet

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QUIZ: TEST YOUR KNOWLEDGE

Use **in time** or **on time** to complete the sentences:

1. He would have died if they hadn't got him to hospital _____.
2. I nearly drove into the car in front, but I stopped _____.
3. Peter wants the discussion to start exactly _____.
4. They came _____ to have a cup of coffee before the start.
5. That teacher is very strict. Her lectures always start _____.

KEY: 1. In time, 2. in time 3. on time, 4. in time, 5. on time

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