

Nail every deadline

Everyone handles deadlines differently, but if you want to keep your career on track you need a systematic approach to make sure you're meeting them. Here are a few tips.

- **Weigh the wiggle room.** Different people mean different things when they set a deadline. Figure out if "by close of business" means just that or really "on my desk when I arrive tomorrow."
- **Learn where your piece fits with the big picture.** If other people are waiting for your work so they can complete theirs, then the deadline is critical.
- **Have a plan B.** If you realize you won't hit the deadline, you'll know what to do: Turn in part and keep working on the rest or just turn the whole thing in late.

— Adapted from "[Dealing With Deadlines](#)," ACS Careers, *Chemical & Engineering News*.