C y b e r B r e a k

January 27, 2006

Coming up next week…

Wednesday February 1st:

In order to familiarize each department with the new Staples ordering system, **TRAINING will be held on Wednesday, February 1, 2006**. Each training session will take approximately 30 minutes and will be held in W223. All staff members are welcome to attend. Please contact Arline Asplund at aasplund@swlaw.edu for available times.

Starting Monday, February 6, 2006, Southwestern will begin using Staples when ordering office supplies. You may continue ordering from Office Depot through Friday, February 3, 2006.

BLINK!

Protect your eyes when working at your computer.

- Blink – It help to prevent dry eyes.
- Give your eyes a break – Take an "eye" break from your screen at least once an hour for 10 minutes.
- Schedule an annual eye exam.

REVIEW – REASSESS – REVITALIZE

If you are embarking on a big project or facing an important deadline, take a break every hour or two and:

1. **REVIEW what you have completed so far. Is it ready to go or does it need more work? Are you on, ahead or behind schedule?**

2. **REASSESS your plan if you are ahead or behind schedule. Do you need to delegate some tasks?**

3. **REVITALIZE your senses with a stretch, water and a breath of fresh air. Take a break away from the computer and clear your mind so you will be ready to go when you return to your task!**

RECYCLE:

You may turn in any and all used inkjet cartridges to Rosalyn Escobar in the Office of Administrative Services (Suite 100). Thank you in advance for your cooperation.

Feedback:

Have ideas, suggestions, comments or contributions for future editions of CyberBreak? Please email them to mcanal@swlaw.edu.