

CyberBreak

February 10, 2006

Coming up next week...

Wednesday, February 15:

❖ **Deadline to sign up for CPR training!**



CPR rules have changed so all staff must be certified or re-certified. Trainings are scheduled to take place on Wednesday, March 22nd and Thursday, March 23rd, 2006 at 12 PM. If you have questions or want to sign up email Rosalyn at rescobar@swlaw.edu.

❖ **SECURITY WORKSHOP**

This month's security workshop is "Drug and Alcohol Abuse." Stop by the Westmoreland front steps 12:30 PM – 1:30 PM or 5 PM – 6 PM to pick up some information and treats.

A WINNING ATTITUDE

Some suggestions for building your WINNING attitude:

★ **Schedule TIME for yourself**

- Be sure to schedule some time out to nurture yourself on a daily, monthly and weekly basis. Remember, you can only withdraw from what you put in! Relax and unwind so you can be ready to tackle the next task.



★ **Set GOALS and VISUALIZE**

- Determine the goal and then visualize what it will entail for you to fulfill the goal. Your attitude toward a task is determined by your perception. If you can anticipate what it will take for a successful completion and visualize the task completed, you will not feel overwhelmed. Therefore, your attitude toward the task will be positive.

★ **Keep a POSITIVE focus**

- A good way to keep a positive focus is to fill your day with positive actions. Doing things that make you happy will provide you with positive feedback from those around you!

★ **Take care of your PHYSICAL self**

- Feeling good about yourself is very important if you want to have a winning attitude. Diet and exercise are two factors that affect how you feel. Eating the right foods and staying fit will not only impact your physical self they will also do wonders for the way you feel.

WORDS OF WISDOM:

**“PATIENCE IS NEEDED WITH EVERYONE,
BUT FIRST OF ALL WITH OURSELVES.”**

-Francis de Sales



Feedback:

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