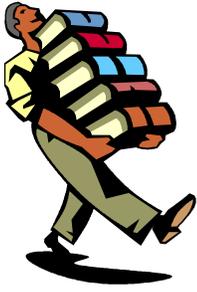


CyberBreak

May 5, 2006



Coming up next week:

Monday, May 8, 2006

Final Exams for Traditional Program begin.

Wednesday, May 10, 2006

Timesheets are due in Administrative Services by 10 AM.

A little courtesy goes a long way!

Below are some helpful reminders on how staff can support students through final exams and help them to succeed!!

ENCOURAGE.

Students are busy and distracted. Reassurance, encouragement and assistance should be provided through exam period especially.

ASSISTANCE IS APPRECIATED.

Be patient and helpful. Answer questions completely, patiently and quickly. If you do not know the answer or are unable to assist, find the correct source to direct the student to so they may get the assistance they need.

BE KIND!

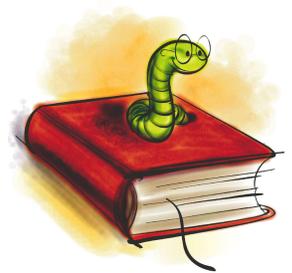
Common courtesies make a difference. Hold open an entry door or keep an elevator door from closing for students rushing to enter. A kind gesture makes everyone feel good.

GREET STUDENTS.

Ask students you know how they are doing and provide reassurance. A simple hello, nod or smile can help reduce anxiety.

STAY FIT.

Remind students to eat, sleep and exercise so they stay strong and energized.



DIVIDE AND CONQUER

The key to conquering clutter and getting organized is to “divide and conquer.”

Here are some tips:

- Focus on the area you want to get organized.
- Divide the large job into small tasks and then the tasks are manageable.
- Then do it!



For example, if you want to organize your desk, start by making piles. One pile labeled “to do”, one pile “done” and one pile “toss.” Most items on your desk will fall into one of these categories. Next, divide each pile into smaller piles. Your “done” pile can be divided into “file” and “to forward.” Before you know it, you will have divided and conquered and your desk will be clutter free!

TEA ROOM HOURS

Monday, May 8th – Friday, May 12th

8am - 6pm (Monday - Thursday)

8am - 3pm (Friday)



Feedback:

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

