

# CyberBreak

June 16, 2006

**Fridays at 5 PM!!**

Effective TODAY and through Friday, August 18<sup>th</sup>, Southwestern staff offices will close at 5 PM on Fridays. Don't forget to change your department voicemail and post a sign so visitors are advised.



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## RSVP TODAY FOR THE NEXT STAFF PROFESSIONAL DEVELOPMENT WORKSHOP!

What: **The Essentials of Communicating with Diplomacy and Professionalism**

When: June 23, 2006

Time: 10 AM – 3 PM\*

Where: W311

\* Lunch will be provided during a 30-minute lunch break at 12:30 PM.

To RSVP email Marcie Canal at [mcanal@swlaw.edu](mailto:mcanal@swlaw.edu) no later than Wednesday, June 21<sup>st</sup>.

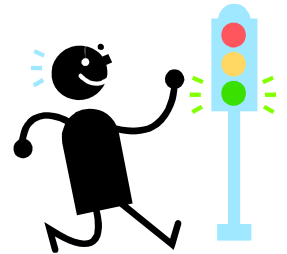


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## AFTER WORK ENERGIZERS

Below are some tips from last week's staff workshop trainer, Sue Podany, on getting energized after a long day at work!

- Before you leave the office, remove the clutter from your desk.
- Take a few minutes to put your most important priorities on tomorrow's schedule.
- When you are done working for the day, take a nice deep breath. Inhale energy and exhale all your concerns. Do this 3 to 5 times.
- Think about at least one good thing that happened today and put it on your "Victory Log."
- Drink a big glass of water. Even slight dehydration causes fuzzy thinking and lack of energy.
- Hang around positive, energetic people...let the "energy drainers" have their own "pity party."
- Fast walk for at least 10 – 15 minutes. Any form of exercise will help you feel recharged.
- Eat good, healthy, energizing food!
- Plant seeds of kindness everywhere you go.



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## CHECK IT OUT!

We have a wonderful addition to the **Staff Personnel Library** located in Administrative Services!!



Stop by and check out "**FIRST THINGS FIRST**" by Stephen Covey. He says, this book "...can help you understand why so often our first things aren't first. Rather than offering you another clock, "First Things First" provides you with a compass, because where you're headed is more important than how fast you're going."

Stephen Covey is also the author of the New York Times Bestseller "The 7 Habits of Highly Effective People" also available on CD in the Staff Personnel Library.

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## EXAMS IN PROGRESS...

**SCALE** exams will be taking place on Monday, June 19<sup>th</sup> and Wednesday, June 21<sup>st</sup>, 9 AM – 12 PM in the Westmoreland Building. The written exam will be held in W 523 and ExamSoft in W 511.



**Feedback:** Have ideas, suggestions, comments or contributions for future editions of CyberBreak? Please email them to [mcanal@swlaw.edu](mailto:mcanal@swlaw.edu).