C y b e r B r e a k

July 14, 2006

RSVP TODAY FOR THE NEXT STAFF PROFESSIONAL DEVELOPMENT WORKSHOP!

Image and Communication Skills: Winning Credibility, Communicate with Confidence; Interpersonal Communication Skills; Your Professional Image; Believe in Yourself

July 28, 2006

9 AM – 12:30 PM *OR* 1 PM – 4:30 PM

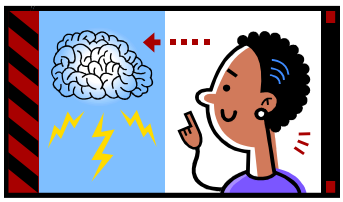
To RSVP email Marcie Canal at mcanal@swlaw.edu no later than Wednesday, July 26th.

The PERSONNEL LIBRARY has a new home!

The Personnel Library has been moved to the W100 conference room. Several books and CDs are available for you to check-out. You may read them at your leisure or listen to them in your car. There are over 50 books and CDs available for you to enjoy!

Boost Your Brain Power

Give your mind and your attitude a fitness plan. Below are some exercises that can help you think more clearly and creatively!



- **Do a mental "dry run"**
  - Imagine yourself having a successful or productive day and you will see your performance improve.
- **Work in bed**
  - If you are tossing and turning with ideas or to do items right before bed, jot them down. When you relax, which is usually before you sleep, your brain is in a highly creative state. This will not only help you remember your ideas but will let you drift to sleep more quickly.
- **Give your brain a workout**
  - As you age your mental abilities tend to decline. You can head off this decline by keeping your mind active. Learn a new language, play Scrabble, Suduko or chess, or do crossword puzzles!

HOW ARE YOU FEELING TODAY?

Even if you do not feel your best today, feeling "great" is an achievable goal.

Exercise your mind.
Stay physically fit and healthy.
Surround yourself with positive people.
Focus on the good things in your life.
Smile.

Clean Air Vehicle Stickers – High Occupancy Vehicle Lane

A vehicle that meets specified emissions standards may be issued a Clean Air Vehicle Sticker to allow the vehicle to be operated by a single occupant in the High Occupancy Vehicle (carpool or diamond) lanes of California's freeways (see Vehicle Code §§5205.5 and 21655.9). To find out if your vehicle qualifies, check the California Air Resources Board http://www.arb.ca.gov/msprog/carpool/carpool.htm.

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