

CyberBreak

July 28, 2006



SAVE THE DATE!

Dean Garth will present the 2006 LSSSE results on Thursday, August 10th at 11 AM.
Details are forthcoming.

Know Who You Are!

When you know yourself, you work better with those around you. Know when you are most productive, how you react when you are frustrated and think of ways you can act most positively.



■ Share control

If you feel stressed and overwhelmed because you are taking everything on yourself, it will pay off to let others share the work. Working with others also helps to build more trusting and collaborative relationships.

■ Speak up

Working well with others is contingent on your communication with them. Rehearse what you are going to say before a meeting and be prepared to clarify your ideas. Check with the other person(s) to ensure you got your point across effectively before the interaction is over.

■ Don't take it personally

Remember work is work. You should leave your personal problems outside the workplace and focus on your tasks. When you realize the interactions at work can be effective even if your personalities differ, you will reduce stress.

■ Give yourself a break

Allow others to help you meet your goals and realize that doing your best is always good enough.

RSVP TODAY FOR THE NEXT STAFF PROFESSIONAL DEVELOPMENT WORKSHOP!



Creating Outstanding Customer Service

August 4, 2006

10 AM – 12 PM *OR* 1 PM – 3 PM

To RSVP email Marcie Canal at mcanal@swlaw.edu no later than Wednesday, August 2nd.

BODY LANGUAGE speaks for itself.

One aspect of working well with others is being a good listener. Even if your mouth is saying one thing, your body language could be giving off the wrong message.

- Maintain eye contact.
- Avoid crossing your arms in front of you and stay relaxed.
- React to the conversation by nodding or leaning forward slightly.
- Don't read, shuffle papers, write emails or take phone calls. This sends the message that you are not interested.



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