

# CyberBreak

September 8, 2006

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**You are invited to attend the next Staff Professional Development Workshop!**



**An Action Approach: Customer Service**

**October 13, 2006**

**10 AM – 12 PM OR 1 PM – 3 PM**

To RSVP email Marcie Canal at [mcanal@swlaw.edu](mailto:mcanal@swlaw.edu) no later than 10/11/06.

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## What do you want from your work day?

Most of us are unsure what we want from our work day. We may want to “get things done” but are unable to get out of our routine and make the changes necessary to be more efficient with the time we have in our day. Below are some tasks to help you create your “ideal” day.

➤ **Keep track!**

Track what you do from the moment you get to work until you go home. Keep an action log for an entire week and then really pay attention to how you spend your day. You may realize that your structure is not as productive as it could be and you may want to try some alternatives.

➤ **What are your priorities?**

Determine your priorities for the following week during your last hour of work on Fridays. On Monday morning, you can allocate optimal time for the tasks on your “to do” list. Remember, The only way to multitask is to do one thing at a time. Don’t spread yourself too thin because your productivity and quality of work will both decrease.



➤ **Negotiate.**

Practice your negotiating skills and learn to make agreements. Negotiating is learning how to say yes or no so both sides win. If you need help with a task and someone can learn from doing the task, negotiate so you can both win!

➤ **WHY?**

Consider why you want more time and what you would do with it. There is always work to fill your time with but the crucial issue is using your time effectively. It may be easier to make the time you have work for you, than to have more time to work with. Would you really get more done if you had more hours in your day?

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### Time saving tip:

If you have a physical inbox, put it out of your sight and set a specific time in your day to check it. Having your inbox out of sight will eliminate the distraction every time someone drops mail off for you.



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