

# CyberBreak

September 22, 2006

## Deal with Procrastination NOW!

Note your commitment – Write it down.  
Own the project – Make it a priority to finish what you start.  
Work in small steps – Each step gets you closer to the finish line.



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.

## Control Stress

Do you ever wonder why you are always tired and stressed? Many people don't take the time to recognize stress is taking a toll on them until they get sick. Stress can be your ally if you recognize it and accept that you have stress. Try to thrive on the energy and use the energy to achieve your goals. Below are some actions you can take now to control stress:

- **Determine why you are always in a hurry.**

Are you going to bed too late and waking up in a rush to get out the door? Try sleeping earlier and waking up earlier so you don't have to rush.

- **Develop a support group.**

Your support group can be your family! Get the kids to dress themselves in the morning by picking out their outfits the night before. You can also plan dinner meals and shop on the weekend so you don't have to stop at the market on your way home from a long day at work.

- **Sleep regularly.**

One clear sign that stress is taking a toll on your body is the inability to sleep. Unwind before you go to bed. Make a list and get things off your mind and on paper so you can rest easy. Your body needs 7 – 8 hours of sleep to recharge and function properly.

- **Exercise weekly.**

Getting your body moving is a great way to reduce stress. Just 30 minutes 3 times a week can make a real difference in the way you feel and handle stressful situations.

- **Enjoy hobbies.**

Don't lose sight of what is really important to you. Spend time with your family, read a book, hike, play tennis or watch TV. Don't lose perspective - remember why you work so hard.



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