

# CyberBreak

October 20, 2006

**SIGN UP TODAY!!**

## **How to Design Attention Grabbing Brochures**

**Friday, November 17, 2006**

**9 AM - 12:30 PM or 1 PM - 4:30 PM**

To RSVP, email Marcie Canal at [mcanal@swlaw.edu](mailto:mcanal@swlaw.edu) by 11/15/06.

### **GET BALANCED**

Balancing a job and personal life can be a challenge.  
Below you are a few tips for simplifying your life.



**Get organized.** When you're organized, everything is easier. Devote a few hours every week to getting - and staying - organized. Clear out clutter, throw out items you have not used in 6 months and keep the process going.

**Cut back on commitments.** If outside commitments are making your life feel hectic or out of control, review everything you do and choose several things to cut back on. It's important to learn how to say "no" politely when people ask you to commit your time or energy.

**Figure out what's important to you and make sure your schedule reflects this.** Think about what you really value, whether it's time with your kids or your partner, meeting up with friends or family, or pursuing a special interest. Then take a look at your daily and weekly schedule and make time for these things too.

**Protect some time every week.** Many people figure they'll have the weekend to relax or spend time with friends or family but when the weekend comes around, they are so busy doing errands or catching up on housework that the weekend is over before they know it. To avoid this, make it a habit to carve out some "special time" during every weekend and make it sacred. Don't make any plans for this time. Instead, use it to reconnect with your loved one -- or yourself.

**Let go of what you can't control.** One of the most dramatic ways to simplify your life doesn't even involve changing your habits. It's about changing the way you think. Practice trying to let go of things you can't control, whether it's a traffic jam on the way to work or your co-worker's negative attitude. Learning to focus on what you can control -- such as your own reaction to running late or an unfriendly co-worker -- can help you feel much more relaxed.

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### **COMING UP NEXT WEEK:**

**Southwestern University Law Review Symposium: Friday, October 27 in BW 390**

**The U.S. District Court for the Central District of California, 1966-2006: The symposium, marking the 40th anniversary of the present design of California's Federal judicial districts, will examine the history of the Central District, major changes and some of the key cases decided by its judges.**

#### **SCALE Exams:**

Exams start on Monday, October 23<sup>rd</sup> and end on Monday, October 30<sup>th</sup>.

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**"Real generosity toward the future lies in giving all to the present."**

**-Albert Camus**

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

