

CyberBreak

November 3, 2006

Afternoon Session ONLY
&
Lunch Provided!!

SIGN-UP TODAY!!

How to Design Attention Grabbing Brochures

Friday, November 17, 2006

12 PM - 4 PM

Lunch will be provided!

To RSVP, email Marcie Canal at mcanal@swlaw.edu by 11/15/06.

PUBLIC INTEREST LAW WEEK is here.

The **Sixteenth Annual Public Interest Law Week** will be held from November 2 to November 9, 2006. Many activities will be taking place on campus including a silent auction, live auction, bake sales and faculty basketball game. Check your Southwestern email for a schedule with dates and times for all the events!



Filing Tips for Finding Important Documents Quickly

A simple and easy-to-use filing system is essential and can save a lot of time. Below are some tips to help you organize your filing system and find documents quickly.

Organize your files

You have many choices on how to organize your papers in a file. You can do it alphabetically, by subject, chronologically or numerically.

Label your files clearly and descriptively

Label your action files with verbs ("to read" or "to pay"); label general files with nouns; label hanging files with a broad category and use individual files inside to be more specific; and color code when possible.

File effectively

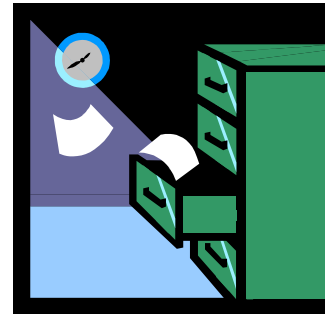
Place the contents of a file so that when you open it, it reads like a book. Place the most recent papers on top so the contents will be in chronological order and ready to read

Don't overload

As a general rule, never put more than three interior folders in a hanging folder. If your files are very full, you will be less inclined to file or re-file your papers.

Purge

Files are only helpful if you use them. Clear some time to go over your files and throw away any files you no longer need. Only file items you **MUST** keep.



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