C y b e r B r e a k

November 17, 2006

Balancing Life Workshop

The workshop will focus on: understanding competing factors in you life; recognizing change and it's effects on lifestyle; managing stress; setting priorities and goals; implementing a plan for balancing life.

Tuesday, November 28, 2006
12:30 PM – 2 PM
W511
Refreshments will be provided!

To RSVP, email Marcie Canal at mcanal@swlaw.edu by Wednesday, November 22, 2006

Sleep tight!

Do you go to bed and toss and turn and can't seem to turn off your mind? You should know that lack of sleep impairs your motor skills, communication abilities, and your ability to learn and retain information. "Sleep debt" can also make you feel lethargic and unmotivated during the day leaving you with little energy to deal with change and stress throughout the day.

- Avoid stimulation shortly before bedtime, such as television, exercise and eating.
- Spend a half hour before bed reading, listening to music or simply sitting quietly.
- Go to sleep and wake up at the same time every day.
- Take a warm bath or shower just before bed.
- Before you leave the office, straighten up your desk and make a to-do list for the next day so you can leave with some piece of mind about the next day.

Stay Flexible!!

If you feel like everything is against you, you could be fighting *change*. If you know you are right, stand your ground calmly and rationally. However, be flexible and give in occasionally. Constant arguing leads to more stress and could contribute to serious health problems.

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