# C y b e r B r e a k

December 1, 2006

## *Sign up today for the next Staff Professional Development Workshop:*

## Mentoring and Motivating staff

- Friday, December 8, 2006
- 1 PM – 3 PM
- Lunch will be provided!

To RSVP, email Marcie Canal at mcanal@swlaw.edu by Wednesday, December 6, 2006.

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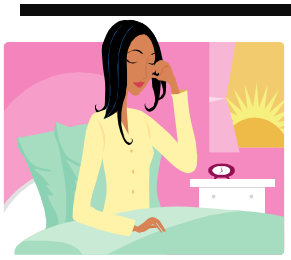

## Staying ALERT!

**Many factors affect how "with it" you are, both environmentally and personally. Unfortunately, even a few minutes of mental drifting or sleepiness at work can cause mistakes large and small and can put you at risk for injury or loss of productivity. Below are some alertness strategies to help you stay on top of your job:**

### Turn on the light.

Light exposure triggers wakefulness. Make your area as brightly lit as possible.

### Cool off.

Cool air makes you feel more awake. In your office, use a fan if your work area is warm, stuffy or humid.

### Create some sound.

White noise from machinery or computers can make you sleepy. Listen to soft music on a radio to help you stay alert.

### Move your body.

Run in place, swing your arms, walk around, or stretch. Any muscular movement will get your blood flowing and your brain active.

### Challenge yourself.

If you find yourself nodding off, try changing tasks or doing something more physically vigorous or mentally challenging. Briskly cleaning up your workspace might give you the boost you need.

**SAVE THE DATE!**
**CPR & FIRST AID TRAINING**
**Wednesday, December 13th**
**10:30 AM – 2:30 PM**

**Reminder:**
**Fall Final Exams begin on Thursday, December 7th**

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