

# CyberBreak

December 15, 2006

## Staff Holiday Party

*“Magical Holiday”*

Thursday, December 21<sup>st</sup>

12:30 pm.

Louis XVI, BW 2<sup>nd</sup> Floor



### Holiday Hours

Just a reminder that Southwestern's Administrative Offices, Fitness Center and Law Library will be closed December 23, 2006 through January 1, 2007. Regular Office hours (9 AM – 6 PM) will resume on Tuesday, January 2, 2007. Spring Semester starts on Monday, January 8, 2007.

**Before you leave for the holiday break, don't forget to:**

- Change your office voicemail.
- Turn off all heaters/fans in your office.
- Shut down your computer.
- Request items needed from other departments December 20<sup>th</sup> to ensure a timely response.

### Turn the tables on STRESS:

You can't get away from stress but you can learn how to manage it better and avoid stress-related health problems by taking care of yourself. A little stress is a good thing and can help you feel energized and keep you sharp and focused. Too much stress can take a toll on your body. Below are some tips to help you turn the tables on stress and relax.

#### Take time out –

At work, take advantage of your break time during the day. Stretch, relax your eyes, hydrate yourself and walk around. Go outside for some sunlight and fresh air. Help your body and mind relax for a few minutes.

#### Take deep breathes –

When you're stressed, your breathing may speed up and become shallower causing your heart to race. Close your eyes and take eight deep, slow breathes and exhale slowly. You should feel your pulse slow down and your body start to relax.

#### Imagine –

Close your eyes and imagine a peaceful scene where you would enjoy being. Engage all five senses and just take it all in. Ten minutes and you'll feel refreshed!



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