

C y b e r B r e a k

January 12, 2007

Coming up next week:

- ◆ **Monday, January 15, 2007 –**
No classes – Martin Luther King Jr., Day
Administrative Offices: CLOSED
Library Hours: 9 AM – 10 PM
Fitness Center Hours: 9 AM – 10 PM

Missed a Staff Workshop?

Materials for most past workshops are available for you to view or keep. Send your "Workshop Materials Request" to mcanal@swlaw.edu and indicate the workshop materials you would like sent to you!

You're invited to the next Staff Professional Development Workshop!



MANAGING TIME – 24 Hours & Counting
Friday, February 2, 2007
1 PM – 3 PM
Lunch will be provided.

Please email Marcie Canal at mcanal@swlaw.edu if you will be attending!

Simplify!

Get rid of clutter you no longer want or need.

Clutter may include knick knacks on your desk or supplies you don't use. Only keep items you need and use on a regular basis. Update your rolodex so you don't spend time trying to call numbers that are out of date. Toss paper phone messages you have already taken care of as one way of reducing paper on your desk. Toss drafts of projects that have been completed.

Only what you need.

Cancel magazine subscriptions if you never have time to read the magazine. Don't allow new stuff into your work area or home if you don't want it or need it. Just because that pen is free, doesn't mean you need it. Give your "junk" to someone who wants or needs it, or just toss it.

Commit to what is important to you.

Start noting where you are wasting time and energy on commitments which no longer have any "juice" for you. Feel guilty about quitting the organization you've belonged to for 10 years? Resign in a way that serves you and the group by replacing yourself, either by bringing in a new member, or by training a current member to take over your duties. Give yourself a reasonable deadline, and stick to it.

Fewer steps = same results.

Experiment with ways of accomplishing the same results with fewer steps. For example, rather than drafting a new letter each time you want to welcome a new student to our school, have a standard letter that you edit each time you use. Having standardized systems for regular actions will simplify your job. Don't reinvent the wheel each time.

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