C y b e r B r e a k

January 26, 2007

UPDATE YOUR EMERGENCY CONTACT INFORMATION!

If your Emergency Contact Information has changed, please send an email to mcanal@swlaw.edu and request a form. All updated forms are should be submitted by Thursday, February 1, 2007.

Motivation!

The "subtle" messages you may send through your own attitude, words and body language can make or break your colleagues, staff or your own motivation. Give your motivational skills a tune-up with these four strategies.

Start strong.
If you start your workday grouchy and out of sorts, you just might set the tone for your entire workforce. Instead, say a cheerful "hello" to everyone and keep your energy high. Model the attitude you want your workplace to embody, and watch productivity pick up.

Be courteous.
Simple words such as "please," "thank you" and "good job" go a long way toward making others feel appreciated and proud.

Follow up.
Don't spill a long list of instructions and then leave coworkers to sink or swim on their own until the work is complete. Check in, revise expectations, give feedback (both positive and negative) and make your presence felt in a positive way.

Manage time.
Create a realistic schedule and goals for yourself so you aren't always under pressure and stressed. A calm, in-control manager or employee sets a good example for the overall office environment

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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!

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