## CyberBreak

**February 2, 2007** 

# You have CONTROL!

Regardless of the place of employment, people will sometimes experience things they cannot control. Without a conscious awareness, some people will be quick to direct their attention to the things that are beyond their control, which in turn leads to a reduced awareness of available choices that ARE under their control. We must realize we do not have control over decisions made by management or other people. But there are things we do have control over. If we manage what we have control over, our stress level will be reduced and we will realize that we can control over environment, making us more able to deal with any situation that may come our way!

#### You CAN control:

#### How you behave or act...

Your behavior and actions greatly affect your day, your interactions and your work satisfaction. Look for the positive things happening to and around you rather than the negative that is beyond your control.

### Your thoughts...

Don't take things personally. You may think things are happening to you rather than just accepting that change or decisions you may not agree with are inevitable. Your thoughts should not lead you to feel discouraged, they should encourage you to move forward and roll with the punches! View obstacles as learning opportunities.

#### Your contribution and performance at work...

Your workload may be something you cannot control but how you handle your responsibilities and how you step up to the challenges presented to you.

#### Our choices...

You have a choice about what you say to others, positive or negative input you give and how you handle the stresses that come your way.

Save the date for the next Staff Professional Development Workshop:



JOURNEY OF CHANGE

March 9, 2007

1 PM - 3 PM

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