C y b e r B r e a k

May 4, 2007

Just a reminder:
Final EXAMS begin on Monday, May 7th.

Coming up next month:

Staff Professional Development Workshop

DEVELOPING GOALS FOR BETTER RESULTS

Friday, June 1, 2007 / 1 PM to 3 PM

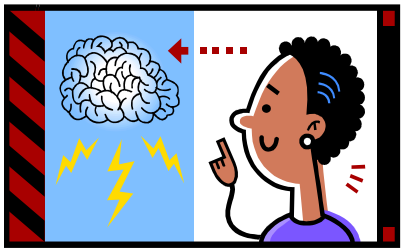
RSVP [illegible]ng an email to Marcie Canal at mcanal@swlaw.edu by Wednesday, May 30th.

Sharper Thinking: Ways to Boost Brainpower

Your mind is like a muscle, if you keep it fit and fueled up it gets stronger.

Get Moving

Studies have shown that people who exercise at least 3 times weekly have 20 percent better memory skills than those who don't work out.



Play Games

Do crossword puzzles, play Scrabble or chess and make an effort to read more. All these activities keep your mind sharp.

Get Plenty of Bs

Low levels of several vitamins (folic acid, B6 and B12) have been linked to poor memory and cloudy thinking. Keep your body fueled by eating plenty of dry beans, whole grains, vegetables, citrus fruits, meat, fish, and dairy products.

Cultivate Your Mind

Stay open to new ideas, use your imagination, and stay active with new things that interest you.

"TACT IS THE ACT OF MAKING A POINT WITHOUT MAKING AN ENEMY."
- Anonymous

Important words to remember when providing OUTSTANDING Customer Service:

"I'm not sure, but I will find out."
"What else can I do for you?"
"Glad you are here!"
"Thank you."

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