C y b e r B r e a k

May 11, 2007

Summer is nearly here and with the sun comes EARLY FRIDAYS!

Starting May 25th and concluding Friday, August 10th,
Southwestern staff offices will close one hour earlier on Fridays.

Don't forget to change your department voicemail and post a sign so visitors are advised of office hour changes.

SIGN UP TODAY!

Staff Professional Development Workshop

DEVELOPING GOALS FOR BETTER RESULTS

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

To RSVP email Marcie Canal at mcanal@swlaw.edu by Wednesday, May 30th.

SPEAK WITH STRENGTH!

The words we use are more powerful than we can imagine. Speaking with strength creates a sense of accountability and commitment to get the best from yourself and others. Your challenge is to consciously avoid using words that are strength killers. These words snap energy and commitment from your interactions.

Eliminate these words from your vocabulary:

- I can't
- Doubt
- Try
- I don't think
- I don't have the time
- Maybe
- I'm afraid of
- I don't believe
- It's impossible

Add/use these strength builders when speaking to others:

- I can
- I will
- I know
- I will make the time
- Positively
- I am confident
- I do believe
- Commit
- Yes, it is possible

For additional tips and information about Speaking With Strength, check out Orchestrating Attitude, by Lee J. Colan available at our Personnel Library in Administrative Services, W100.

"Whether said in love or anger, gratitude or envy, your words leave a lasting impression."

- Lee J. Colan

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