CyberBreak

June 8, 2007

Sign up today for the next Staff Professional Development Workshop:

YOGA – Wellness Program

This yoga class offers simple, safe, and practical techniques that quickly reduce tension and stress at any time and place, especially in the office.

June 28, 2007 ~ 2 PM – 3 PM
Southwestern Fitness Center Classroom

Sign-up will be on a first come first serve basis as space is limited!!

To RSVP please email Marcie Canal at mcanal@swlaw.edu by Wednesday, June 20th. .

The Staff Professional Development workshop, Developing Goals for Better Results, provided useful tips for getting goals accomplished. Below are some tips to setting and accomplishing your SMART goals, provided at the workshop.

- **Specific:** A specific goal has a much better chance of being completed than a general idea. You want your goal to answer who, what, when, why, where and how.
- **Measurable:** How will you know when you are successful?
- **Achievable:** Break down your large goal into small parts that are attainable.
- **Relevant:** The more relevant a goal is to your own life, the more likely it will be accomplished. You must understand the benefits and consequences of attaining your goal.
- **Time Bound:** Deadlines are the secret to avoiding chaos and becoming successful. If this is a goal you did not create, inquire about the deadlines.

"A goal is a dream with a deadline."

- Leo B. Helzel

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