

# CyberBreak

July 20, 2007

## YOU'RE INVITED!

Email [mcanal@swlaw.edu](mailto:mcanal@swlaw.edu) to RSVP for any of the upcoming Staff Professional Development Workshops. Spaces are limited.

**Friday, July 27<sup>th</sup>**

**Yoga**

2 PM – 3 PM &  
3:15 PM – 4:15 PM

**Tuesday, July 31<sup>st</sup>**

**Photoshop**

**101**

10 AM – 1 PM

**Friday, August 3<sup>rd</sup>**

**Communicating**

**Clearly**

1 PM – 3 PM

**PROCRASTINATION can cause stress, decrease work productivity and lower self-esteem. Start working toward getting things done in a timely manner and stop procrastinating. Below are some tips to help you get started:**

● **CHOOSE to do a task.**

Shift your thinking away from a "have to" mentality into a "want to" mentality. Make a conscious choice and commitment to do the task now, or set a deadline for yourself. Don't let it linger around in the back of your mind – or on your desk.

● **You just have to BEGIN the task now.**

Don't get overwhelmed by the idea of having to complete the task. Instead, focus your thoughts and energy on getting it started and let your momentum carry you through.

● **Do the best YOU can.**

Don't let perfectionism ruin your productivity. Accept that you are human and that there is no such thing as PERFECT. Focus your efforts on tasks where excellence will make a difference. All the other tasks just need to get done efficiently.

● **Break it up into smaller pieces.**

Break up large or complex projects into smaller steps and focus on completing each individual step. Treat each step as a mini-goal. Don't worry about taking future steps, just focus on getting started on the current task and take time to celebrate after completing it.



***“In absence of clearly defined goals, we become strangely loyal to performing daily acts of trivia.” - Author Unknown***



If you have ideas, suggestions, comments or contributions for future editions of CyberBreak, please email them to Marcie Canal at [mcanal@swlaw.edu](mailto:mcanal@swlaw.edu).