C y b e r B r e a k

August 10, 2007

Back to School!

Friday, August 10th – Last Summer Friday at 5pm.

Monday, August 13th – Orientation: Staff should park in the assigned lot (Lot 1) located south of the Westmoreland Building.

Plan for the Future: Set Goals (Part 1)

It is important to learn how to plan in order to be productive, efficient and produce positive results in your professional and personal life. Without any goals, you can find yourself running around in circles. However, simply having goals is not enough. To achieve your goals you have to be proactive and result-oriented.

Why should we plan?

The obvious reason people make a plan is to get from where you are (Point A) to where you want to be (Point B). Some other reasons to plan are to reduce stress and crises, give direction to your life and focus to achieve your goal. By not planning, you are more likely to be confused, stressed, lack direction, and continue to make the same mistakes.

Here are some ideas when planning and setting your goals:

1) Write down your goals using actions, not desires, wishes, or hopes, and place it in a visible location.
2) Break down each goal into smaller activities, or steps, needed to be completed.
3) Create a specific deadline date for each of your activities.
4) TAKE ACTION. We are all architects of our own life.

"If it is to be, it's up to me."
Ralph Waldo Emerson

If you have ideas, suggestions, comments or contributions for future editions of CyberBreak, please email them to Johanna Gan at jgan@swlaw.edu.