CyberBreak

August 24, 2007

Save the Date!

Upcoming Staff Development Workshop

Fundamentals of Successful Project Management

Friday, September 7, 2007

12:30-4PM W311

RSVP to **Marcie** by Tuesday, September 4th

YOU'RE INVITED!

August Birthday Celebration!

Thursday, August 30th

Faculty Lounge (BW 4th Floor) – 3PM

Plan for the Future: ACTION Goals (Part 2)

From *Productivity Power 250 Great Ideas for Being More Productive* by Jim Temme

Here is a quick reference for setting proactive, result-oriented goals:

A RE MEASUREABLE,
not just a hope or wish

C OMPATIBLE WITH YOUR MISSION,
for your company, department, or life

T IME-SPECIFIC,
complete with a start time and finish date

I N WRITING,
write it out and place it in a visible location

O WNERSHIP AND ACCOUNTABILITY,
everyone involved should take responsibility in carrying out the goals

N EGOTIATED (agreed upon),
everyone involved must agree on the importance, usefulness, and how it will be accomplished.

SW ALERT!

This service is available to students, faculty and staff and allows the law school to send text messages to the personal cellular telephones of participants subscribing to the services. *SW-Alert* will enhance our emergency notification system which presently includes email, lobby plasma screen announcements, and website postings.

Participation in *SW-Alert* is voluntary. Students, faculty and staff may enroll in this service from Southwestern's website or click here.

REMINDER:

Staff timesheets are due on Monday, August 27th in Administrative Services by 10am.

E-mail Me

If you have any comments, suggestions, or announcements for CyberBreak, please email them to Johanna at jgan@swlaw.edu by Wednesday to assure it will be included in the next edition.