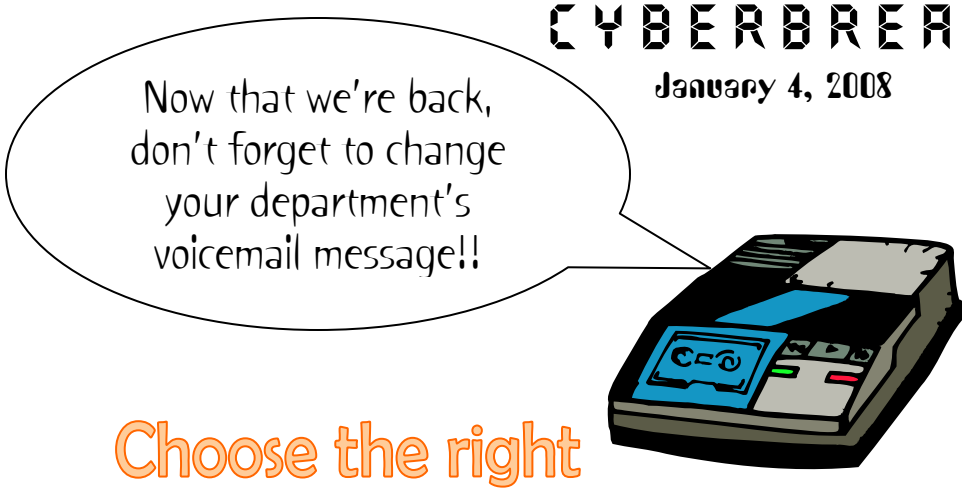
# CYBERBREAK

January 4, 2008



## Choose the right time management tool!

What's a better way to start off the year than staying organized?

It's important to stay organized, and it is just as important to select the correct tools to match your style!

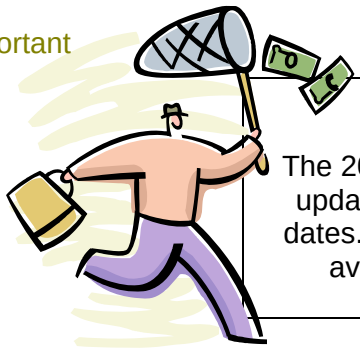
### Paper Planners

Pros:
- Can see calendar more visibly
- Requires no electricity to operate
- No software to learn
- Handwriting info may be faster than typing
- Handwriting may help memory recall
- Portable

### Electronic Planners

Pros:
- Light to carry
- Easy to change appointments and meetings
- Easy to find and track data
- Ability to convert data to different electronic forms
- Ability to see data in multiple views
- Ability to store large amounts of data
- Ability to have reference books and materials stored on handhelds

*Organize Your Work Day…In No Time*,
by K.J. McCorry (P.34-35)
Available in the Personnel Library, W100 Conference Room.



### Timesheets

The 2008 Staff Payroll Calendar has been updated with new timesheet submission dates. Be sure to have the updated copy, available online at www.swlaw.edu

**Staff Suggestion Box is now located at the Westmoreland Security Desk.**

## WHO SAID IT?

"Thy fate is the common fate of all: into each life some rain must fall."

a) Henry Wadsworth Longfellow
b) Dr. Seuss
c) George Bernard Shaw
d) Sigmund Freud

Last Week's Answer:
Lewis Carroll

Lewis Carroll
(1832 - 1898)

The Reverend Charles Lutwidge Dodgson, also known as Lewis Carroll, was an English author, mathematician, logician, Anglican clergyman, and photographer.
His famous works include *Alice's Adventures in Wonderland* and *Through the Looking-Glass*. Click Here for Source

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