

# Cyber Break

March 10, 2006

## COMING UP NEXT WEEK:

**Wednesday, March 15th**

**Security workshop** - 12:30 PM – 1:30 PM & 5 PM – 6 PM, Westmoreland front steps  
Stop by to pick-up information about Sexual Assault Prevention.

**Friday, March 17<sup>th</sup>**

**Staff Birthday Celebration!** 3 PM – BW 2<sup>nd</sup> Floor  
Come celebrate March Irish Birthday Madness and eat some cake!



## Are you available for a MEETING?

Below are some tips on making the most out of meetings!

- 🕒 **Meet only if it is necessary**
  - Only have a meeting when it is the best way to accomplish a goal. Explore other alternatives before setting a date!
- 🕒 **Make it short**
  - If people are prepared before the meeting starts, the goals set may be accomplished in half the time!
- 🕒 **Write down the goals of the meeting**
  - If the objective is clear, everyone can stay focused.
- 🕒 **Set an end time**
  - Setting an end time will eliminate stress caused by extra long meetings and attendees will be able to schedule their day accordingly.
- 🕒 **Invite only those who can contribute**
  - Attendees should be people who will have something to contribute to the meeting's objectives.
- 🕒 **Start on time and end on time**
  - Respect attendee's schedules. If you have called the meeting, take responsibility for starting on time, keeping the flow of the meeting and concluding the meeting on time.



### REMINDER:

If your department has events or announcements to be posted on the Video Titler, please drop off a flyer or send an email to Rosalyn in Administrative Services.

## ASK GOOGLE!

**What is 995 times 32? What does it mean when a math person says 2 to the power of 10 (also called K)? Is the answer 1,000?**



If you do not have a calculator to figure this out, no problem! Go to [www.google.com](http://www.google.com) and type 995 X 32 or type 2^10 on the search line. You will see the answer on the top of the results page. There are many others features just like this on google.com. Go to <http://www.google.com/features.html> and find them all!

The answers are:

- 995 times 32 = 31,840 (current cost of 32 units at Southwestern).
- 2^10 = 1024 also called K, in like the building will cost 250K. The problem is non-math people have made it seem like K is 1000 but for the math inclined, it is 1024!

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**“Change the way you look at things, and things will change the way they look.”**

- Lee J. Colan