

C y b e r B r e a k

January 26, 2007

You're invited to the next Staff Professional Development Workshop!



MANAGING TIME – 24 Hours & Counting

Friday, February 2, 2007

1 PM – 3 PM

Lunch will be provided.

RSVP to mcanal@swlaw.edu by Wednesday, January 31, 2007 if you will be attending!

Deal with STRESS...

Learning to deal with stress effectively is a worthwhile effort, even if you already consider yourself capable of handling anything life sends your way. Many of the most common long-term stressors – family illness, recovery after injury, career pressures – often arise without warning and simultaneously. Stress management is valuable. Below are some tips to help you deal with stress:

- ◆ **Identify the cause.** You may find that your stress arises from something that's easy to correct. A psychologist can help you define and analyze these stressors, and develop action plans for dealing with them. HELPNET is a great resource and is just a phone call away (1-800-helpnet).
- ◆ **Monitor your moods.** If you feel stressed during the day, write down what caused it along your thoughts and moods. Again, you may find the cause to be less serious than you first thought.
- ◆ **Make time for yourself at least two or three times a week.** Even ten minutes a day of "personal time" can help refresh your mental outlook and slow down your body's stress response systems. Turn off the phone, spend time alone in your room, exercise, or read.
- ◆ **Walk away when you're angry.** Before you react, take time to mentally regroup by counting to 10. Then look at the situation again. Walking or other physical activities will also help you work off steam.
- ◆ **Analyze your schedule.** Assess your priorities and delegate whatever tasks you can (e.g., order out dinner after a busy day, share household responsibilities). Eliminate tasks that are "shoulds" but not "musts."
- ◆ **Set reasonable standards for yourself and others.** Don't expect perfection.



FEEDBACK: Have ideas, suggestions, comments or contributions for future editions of CyberBreak? Please email them to Marcie Canal at mcanal@swlaw.edu.