sleep last night – there is a strong possibility that you only got four and are not waking and gripping.  

2. Take exquisite care of your goose. Don’t expect a beat-up run down, ill-care for automobile to perform like the “ultimate driving machine.” It can’t do it. Accordingly consider the following four areas:  

a. Physically. Come on. EAT RIGHT! Stop with the sugar, caffeine, alcohol, smoking, no sleep, no water, processed junk food. Eat more raw fruits and vegetables. Exercise. You know the drill. But DO IT!  


Spiritually. By whatever belief you hold to be true, honor your Spiritual nature. This might simply be through prayer, meditation or service. But whatever it is, consider it vital to your overall well-being.  

3. Schedule in your recovery time. Yes. Actually log it in your calendar. Tuesday, Thursday, Saturday, 7 a.m. Walk for 30 minutes. Monday through Friday, 5:30 p.m. to 5:45 p.m. close the door, turn off the lights, and shut off the phone. Sit in silence and focus on your copious blessings.  

4. Clean it up! You will work so much more efficiently when your environment is lean and clean. Throw out the old magazines, clean off your desk top, donate the items in your home that you know you are not actually going to use any more. Let’s face it. I am NOT going to use that camping gear again!  

5. Simplify. Here’s the deal: The more toys you Have, the more maintenance I have to do. And more space I have to create to house the toys. AND the more hours I have to work to buy, insure, and house the toys. Just hang around with friends who have all the toys you like. Let them do all the work. The bell has rung, the horses are out of the gate and the race has been set. Your goal is to be the one with as much power, stamina and clarity as possible. By implementing the above five ideas, not only will you be able to be tremendously effective and successful in your endeavors, but you can enjoy the process as much as the outcomes.  

Linda Larsen helps individuals and companies get unstuck; have more fun and be more productive. She is an international speaker, trial consultant and author of the book, True Power, and the best selling audio program, 12 Secrets to High Self-Esteem. She can be reached at www.lindalarsen.com or 814-927-4700. Copyright 2013 Linda Larsen Communications, Inc.  

To really excel, you need to strive for balance in all the areas of your life—not just intellectual and financial, but physical, emotional, personal, social, and spiritual as well. That’s why Duquesne is the perfect place to achieve balance – “Education for the Mind, Heart, and Spirit.”

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developed through the major—these are skills one learns from everyday student life. Transferable skills are developed through volunteer extra-curricular activities, part-time jobs, and internships. They may be enhanced through coursework.

The following extract is from the Web site, http://www.mapping-yourfuture.org. It provides a structure for analyzing your skills and relating them to your career interests:

Skills and Interests
• Think about your interests.
• What do you like to do? Think about experiences you have enjoyed. What kind of school, religious, social, or sports activities do you like?
• Make a list of 10 activities you have enjoyed doing in the past four years.
• Evaluate those interests. Think about what you like about the activities. What challenges did the activity offer? What skills do you need to develop further to continue in those activities?
• Consider your skills.
• Evaluate school, volunteer, work, or leisure experiences.

• Make a list of your school activities (clubs, organizations to which you belonged). Make a list of any volunteer work you have done (either through school, civic or religious organizations).
• After you have assessed your interests and skills, determine the relationship between skills and interests and possible careers. You may need to research types of careers.
• Once you have found a career that matches your interests and skills, you are ready to select your career.
• Identifying transferable skills requires a little work, but the result will pay off in the job search because the student will be able to articulate what he or she brings to the employer besides a major in...

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LIFE IN BALANCE
Contributed by Sherry Goldman, M.M., Assistant Director for Academic Services

W e all know the story of the college student whose life is not in balance—who’s partying more often than studying...and whose grades reflect his/her emphasis on the social.

But what about the other extreme? Who ever questions a student who devotes much attention to academics that nurturing self or sells “falls off the end”? That student is likely to be pursuing excellent grades, and accolades from parents, teachers, and others.

Consider this perspective:

Life at the Speed of Fast by Linda Lesen
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L et’s face it. Everything has speeded up. It’s as if someone has wound the clock up too tight and the hands are flying around at twice their normal speed. People walk fast, talk fast, and think fast. You can’t even read e-mail, talk on the phone, eat lunch, and work on a report all at the same time. You can watch the upcoming news, television AND read the world headlines scroll across the bottom of the screen at the same time. You can go on vacation and never miss a beat as you continue to conduct your business via e-mail, voice-mail, and Palm Pilot. And don’t forget the Internet, Ethernet, hypertext, subtext, sub-subtext and finally—burial plot.

I don’t know about you, but I get tired just thinking about all this.

And here’s the scary part I’d better find a way to deal with this, or go buy a house on Walden Pond, because it’s not going away. So what’s a person to do here? You know, a person who likes to eat, pay the mortgage and take a vacation once in a while.

It seems that I’ve got two choices. I can either find a way to keep up and survive or stick out my lower lip, dig in my heels and disappear in the dust.

Ok, so let’s say our choice is to keep up and not only survive, but actually thrive. And more than thrive—down-right flourished! How do we do it? Consider the following ideas:

1. Accept It. It’s not going away. NO ONE wants to hear me complain about how “bad” it is. And if I tell you that I’m exhausted because I only get five hours

Contributed by Sherry Goldman
Assistant Director for Academic Services

The following ACT 101/LSP students earned undergraduate degrees in the academic year 2003- 2004 academic. This is a partial list.

Adams, April
Bell, Paula
Bennett, Jennifer
Coble, Jennifer
Chapman, Ryan
Coleman, Ryan
Davidson, Heather
Dempsrey, Robert
DelMarino, Maria
Della-Rose, Anna-Marie
Ferraro, Nicole
Figueroa, Heather
Foster, Gretchen
Fry, Matthew
Fullwood, Sarah
Garthely, Emily
Herbstfield, Amanda
Hollis, Amy
Jacquet, Jennifer
Kosar, Jennifer
Kreager, Vanessa
Murawski, Matt
Napolitano, Holly
Neveld, Angel
Neveld, Angel
Nigro, Cindy
Perrot, Margaret
Pitrot, Mary
Rumble, Candice
Schindler, Emily
Scarratt, Nicole
Seldin, Nadeen
Simmons, Rachel
Smith, Heather M.
Spradell, Christopher
Staats, Nicole
Stiffy, Michelle
Tavaresi, Christina
Trink, Xuan
Vogel, Marsha
Wike, Richard
Wong, Jessica
Wood, Eric
Young, Sharon
Zilka, Brandon
Zuroski, Kathy

OBSTACLES

Contributed by Sherry Goldman
Assistant Director for Academic Services

D id you ever hear the definition for procrastination—getting ready to get ready? Many people spend their lives getting ready to live. This is a mistake.

Here’s some great advice from Alfred D. Sojourner

“Obstacles are those frightful things you see when you take your eyes off your goals.”

- Henry Ford

Program Update

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Zuroski, Kathy

Kemmerowski, James
Karasick, James
Koehler, Mark
Kot, Anna
Labbie, Gina
Lapine, David
Marchesani, Anna
Mink, Julie
Murray, Kelly
Napoleon, Holly
Newell, Angel
Nguyen, Cindy
Ogawa, Florence
Paterson, James
Pecoraro, Margaret
Piano, Maria
Porto, Justin
Price, Rebecca
Rambold, Candice
Schafler, Ashley
Schuldr, Emily
Scarratt, Nicole
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