IS Daily D.O.S.E. – December 12th, 2011

East Lansing Weather:
28° | 20° F
Few Snow Showers

Quality Throughout
The students in the Hardware Shop produce quality work throughout all that they do!

Spartan Sports
Men's Ice Basketball vs. UMKC
8:30 PM @ HOME

Countdown to Christmas!
13 days

Poinsettia Day
Poinsettia Day was created to recognize Paul Ecke Jr., who is considered to be the father of the Poinsettia industry. These flowers are recognized as a symbol of Christmas. Celebrate by checking out the MSU-grown Poinsettias on sale at the Plant and Soil Sciences Building. They will be on sale now through December 22nd.

Finals Week Starts Today
Good luck to all of the students taking exams this week! Winter break is just around the corner.

Tips for Improving Quality and Productivity
- Plan each day
- Prioritize your tasks
- Say no to nonessential tasks
- Delegate
- Take the time you need to do a quality job
- Break large, time-consuming tasks into smaller tasks
- Evaluate how you are spending your time
- Limit distractions
- Get plenty of sleep, have a healthy diet, and exercise regularly
- Take a break when needed

“What I love most about working for Information Services is that it allows me to advance and evolve with technology, business processes, and with MSU as a whole. There is no end the variety and opportunity available.”
-Melanie McNutt

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