East Lansing Weather
82° | 66° F
Mostly Sunny

IS Daily D.O.S.E. – July 5th, 2011

I am Responsible for Creating a Clean, Safe, and Accident-Free Environment

The Organized Work Environment

An organized work space means less stress during the day! Here are some tips to help keep all of your items in proper order...

- Recycle papers that you no longer need or have multiple copies of
- Use a folder system to keep all paperwork together and easy to find
- Put things away immediately after you are done using them
- Make sure you are not bringing unnecessary junk mail or newspapers into your office to create clutter
- Make it a habit to keep everything in its correct place!

“A place for everything, everything in its place.”
Benjamin Franklin
“Good order is the foundation of all things.”
Edmund Burke

IS Daily Events

Weekly SIG Meeting
8:45-9:45
IS Conference Room 130

Outlook Basics
9:00-12:00
IS Training Room 115

RHS Digital Sign Policy
11:00-12:00
IS Conference Room 130

IS Team Leaders Meeting
1:30-2:30
IS Conference Room 130

Weekly PMO Meeting
3:00-4:00
IS Conference Room 130

Today marks the first day of second session summer classes for MSU students.

Kellogg Center Renovations

The Kellogg Center is set to undergo renovations to its conference rooms, corridor spaces, ceilings, lighting, and walls. The State Room restaurant is also going to be worked on to have another dining room. Construction is expected to start this August.