**IS Daily D.O.S.E. – June 28th, 2011**

**East Lansing Weather**
76° | 54° F
Mostly Sunny

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**IS Daily Events**

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

- **Fall Kickoff Planning**
  10:00-11:00
  IS Conference Room 130

- **Weekly Migrations**
  **Project Meeting**
  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

- **Outlook Training – Calendar and Scheduling**
  3:15-4:45
  IS Training Room 115

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**A Positive Attitude Makes All the Difference**

When it comes to guest service, the difference between a good experience and a bad one is often your attitude. It is important to display positivity when responding to and addressing your guest’s needs. Be friendly and remember to lend a smile! Guests are sure to remember this kind of service as outstanding!

**It only takes 17 muscles to smile and 43 to frown. So, SMILE ON!**

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**Remember:**

Today is the Annual Building Fire and Life Safety inspection, which is followed by the annual fire drill.

**Who is your buddy?**

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**Please be advised:**

Room 125 (Optim area) is being prepared for the renovations that will begin next week.

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**Fun Fact:**

At MSU there are about 4,900 faculty and academic staff and 6,200 support staff!