



The Circuit Times

Volume I, Issue 4

October 2005

Points of Interest:

- Profile: Judge Duryea
- JAs & Hurricane Katrina
- Trivia facts
- Disability Etiquette
- Walk for Heart Health
- Drug Court Symposium a Success
- October Open Enrollment & other useful information

Inside this issue:

JAs in Key West	2
Trivia Facts	2
ADA: Disability Etiquette	3
American Heart Walk	3
Drug Court Symposium	4
Open Enrollment	5
Benefits Crossword	6
Around the Circuit	7
Be Creative	8

Profile: Judge John E. Duryea

Lee County Judge

Judge John E. Duryea, Jr., was born in New Hyde Park, New York. In 1969, when he was four years old, his family moved to Lee County. He attended Tice Elementary, Lee Middle and Riverdale High School where he formed some life-long friendships. Judge Duryea began his higher education at Edison Community College and later moved on to earn his



Honorable John E. Duryea

B.A. from the University of South Florida graduating in 1993 Cum Laude in Interdisciplinary Social Science with cognates in History and Criminology.

Following graduation from USF, he entered Stetson University College of Law in St. Petersburg earning his J.D. in 1996 also Cum Laude. Judge Duryea was awarded Law I, II, and III academic scholarships while attending Stetson. It was during this time, while serving an internship with Federal Magistrate

Elizabeth Jenkins in Tampa, that he developed an interest in becoming a judge. "The internship gave me a good insight into the judiciary. Being a judge is pretty much what I expected."

Judge Duryea's first job as an attorney was with the State Attorney's Office in the 20th Judicial Circuit from 1996 until 1999. He then joined the firm of

Conroy, Simberg and Ganon as a liability associate. In 2000, he moved on to the State-Wide Prosecutors Office where he remained until his appointment to the Lee County Bench by Governor Bush in 2003. At the time of his appointment he was the Chief Prosecutor in charge of the local office.

Prior to becoming an attorney, Judge Duryea had an interesting and varied career. Working and attend college, he became a State certified fire fighter, fire safety inspector, emergency medical technician and paramedic. Judge Duryea worked at the Mangonia Park Fire Department for five and a half years from 1985 - 1988 and again from 1990 through 1993. From 1988 through 1990, he worked with the Mangonia Park Fire Department while Michele, his wife completed the Dental Hygiene Program at Palm Beach Community College. While at the Mangonia Fire Department, he achieved the rank of Assistant Fire Chief and was named the Employee of the Year by the Northern Palm Beaches Chamber of

On becoming a judge:

"The internship (with Magistrate Elizabeth Jenkins) gave me a good insight into the judiciary. Being a judge is pretty much what I expected."

Commerce.

Judge Duryea was introduced to his wife, Michele, by a mutual friend in 1988. Things went well, they dated for nearly two years, married, and have been together for over fifteen years. Judge Duryea and Michele have a "boy" and a "girl", two boxers named Buster and Wendy. Michele is the lead Dental Hygienist at a local dental office.

(Continued on page 3)

JAs In Key West - An Unexpected Adventure

By Dorina Soumestre, Diana Golden & Susan Kellum



Blue skies, sunshine and sea air were the order of the day as the JAs set sail by high speed ferry for Key West.

Blues skies, sunshine and sea air were the order of the day as the judicial assistants from the Twentieth Circuit set sail by high speed ferry. Our destination? Key West- to attend the Judicial Assistants Association of Florida Summer Conference 2005. A few additional JA's were flying or driving in equally beautiful weather that Wednesday morning. The judicial assistants of Key West prepared an exciting agenda for over 160 judicial assistants scheduled to attend. We were all in great spirits, despite the vague tidbits of conversation overheard about a tropical storm heading for Miami or Fort Lauderdale. Upon arrival in Key West, our minds were worry free as we enjoyed a delicious lunch at our beautiful hotel, the Casa Marina, located beachfront in Key West. As we strolled (or truth be told, walked dripping in the humidity) down Duval Street that first clear night, we began to greet other judicial assistants from around the state and all were excited about a great conference, reception and camaraderie.

Our conference agenda included seminars on a variety of topics including the Jimmy Ryce Act, Courthouse Security, West Law, Administrative Travel Reports, Legislative Updates, Tenant Evictions and Self-Defense. Throughout the day, we began to receive reports from family and friends about Tropical Storm Katrina which could possibly bring some rain to Key West. Suddenly, in watching the local evening news, we

were alerted to a possible "shifting" of this storm, now categorized as a hurricane. Needless to say, Friday morning brought an onslaught of wind and pelting rain that hovered over Key West for over 12 hours. Water logged with lots of "bad hair" is not adequate to describe our condition at the end of our Key West stay. Luckily, we were able to drive home in rented vehicles on Saturday, as the ferry was no longer running due to Hurricane Katrina's strengthening in the Gulf. Many valuable lessons were learned from our hurricane experience, a few of which include:

- Nine judicial assistants cannot, despite much effort, fit into a "Friendly" cab.
- Showers should be completed before hotels lose their power.
- Do not, I repeat, do not take an

"Water logged with lots of "bad hair" is not adequate to describe our condition at the end of our stay in Key West."

Dorina Soumestre, JA

elevator during a hurricane and if you do, your friends may not understand the urgency of the alarm ringing and just continue lunching.

- Hungry and wet judicial assistants will persevere until fed and hotel staff should possibly be armed for self-defense purposes.
- Be extremely careful when dancing with buff female self-defense instructors- your shoulders can become dislocated.
- Loose confetti may permanently discolor your skin when left unattended.
- Do not plan any travel with a certain JA, who will remain anonymous, but is nicknamed the "Hurricane Bull's-eye."
- At all costs, do not become ill during a hurricane in Key West, as there are no doctors, ambulances or hospitals in



Hurricane Katrina pays a visit to the JA Conference in Key West on it's way to New Orleans.

sight, although the bars seem to remain open.

- And, last but not least, 150, normally well groomed judicial assistants, will begin to wilt and smell when locked for hours in an airless, un-air conditioned conference room.

This was a conference that will be remembered and discussed for many years to come. In the midst of our perils, we became a closer, more caring group. Not only are we associates and co-workers, we are friends who shared, and survived, Hurricane Katrina.



Trivia facts

Q. If you were to spell out numbers, how far would you have to go until you would find the letter "A"?

A. One Thousand

Q. What is the only food that doesn't spoil?

A. Honey

Q. What activity is performed by 30% of all people at a party?

A. Snoop in your medicine cabinet.



ADA: Disability Etiquette

Tips on Interacting with People with Disabilities

54 million Americans have a disability. The Americans with Disabilities Act (ADA) was conceived with the goal of integrating persons with disabilities into all aspects of American life, particularly the workplace and marketplace. Sensitivity toward persons with disabilities is not only in the spirit of the ADA, it is what is right and it makes sense. When supervisors and co-workers use disability etiquette, employees with disabilities feel more comfortable and work more productively. Disability etiquette is an easy way to make persons with disabilities feel welcome as clients of the courts.

Following are some basic tips for dealing with persons with a disability. And remember, if you are unsure about what to do, just ask!

- 1 Think of persons with a disability as individuals, not a collective "they."
- 2 Ask before you help. Many persons

with a disability are independent. Offer assistance only if the person appears to need it. If the person wants help, ask how before you act.

3 Be sensitive about physical contact. Some people with disabilities depend on their arms for balance. Grabbing them by the arm – even if well intentioned – could knock them off balance. People with disabilities often consider their equipment a part of their personal space.

4 Think before you speak. Speak directly to a person with a disability, not to his/her companion or aide. Just talk with them as you would anyone else.

5 Don't make assumptions about what is best for a person with a disability. Don't make decisions for them. Persons with disabilities are the best judges of what they can or cannot do.

6 When a person with a disability ask

for an accommodation, it is not a complaint. Respond to it graciously. Request for accommodation should be referred to the ADA Coordinator, Ken Kellum

Some Terminology Tips

- Put the person first. Say "person with a disability" rather than "disabled person."
- For a specific disability say "person with Tourette syndrome."
- Avoid outdated terms like "handicapped" or "crippled."
- Say, "wheelchair user," rather than "confined to a wheelchair."
- Avoid negative disempowering words, like "victim" or "sufferer."
- It is OK to use idiomatic expressions when talking to people with disabilities. For example. Saying, "See you later," to a person who is blind.

For a more in-depth discussion of Disability Etiquette refer to the Disability Etiquette booklet that has been distributed to all judicial offices and court employees.



Judge Duryea cont.

(Continued from page 1)

When they are not working, Judge Duryea and Michele work out together with high school friends three or four times a week. "I enjoy that – well as much as you can." "I still stay in touch with best friends I have had since high school, middle school and even in some instances since elementary school." Besides friends and their two dogs, Judge Duryea and Michele share a passion for boating and fishing. Judge Duryea, an avid Bass fisherman, has recently taken delivery on a new bay boat, expanding his sights to the salt-water flats of Pine Island Sound. Judge Duryea's community involvements include the St Vincent DePaul Catholic Church and volunteering as a Section Marshal for the Edison Festival of Light Parade each year.



American Heart Walk

The American Heart Walk will be held on October 29 at Centennial Park. This annual event promotes safe exercise and wellness through community and corporate participation. Thousands of people will walk at more than 2,000 locations across the U.S. to fight heart disease and stroke, our nations number one and three killers. To participate, contact one of our team captains.

Dorina Soumestre 335-2589

Joanne Siracusa 335-2582

Lisa Kiesel 335-2622

Several fund raising events in advance of the Walk are planned. Each Wednesday (October 5, 12, 19, 26) there will be bowling at Galaxy Lanes (on Fowler Street). The cost is \$12.00 per person for 3 games. Family and friends are welcome. Come one night or all four! Space is limited; please contact Lisa Kiesel, Joan Smith 335-2883, or Christina Chaffee 335-2597 to reserve a lane.



HEART FACTS

- 35 years ago there was no CPR
- 15 years ago there was no angioplasty
- 10 years ago there were no medications to reduce disability from stroke
- 5 years ago there were no automated external defibrillators on airplanes.

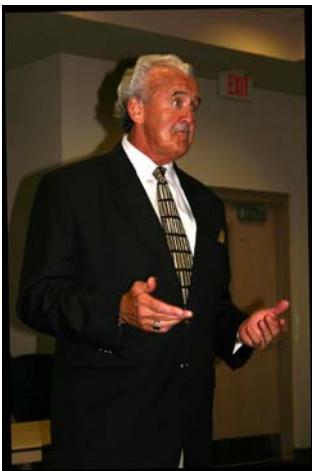
Think what we might discover tomorrow...



20th Circuit holds Drug Court Symposium

Co-hosted by FGCU and SWFAS

On Friday, May 6th approximately 70 members of 20th Judicial Circuit Drug Court teams attended a Drug Court Symposium co-sponsored by SWFAS (Southwest Florida Addiction Services) and FGCU (Florida Gulf Coast University). The symposium featured two outstanding guest speakers, Megan Wheeler (Director of the NDCPI) and Janiece Sigerist (president of NADS).



FGCU President, William Merwin, key note speaker

President, William Merwin of FGCU and Chief Judge Hugh Hayes provided opening remarks for this first time event.

The list of attendees included Chief Judge Hugh D. Hayes, as well as Senior Judge William L. Blackwell and judges Donald E. Pellecchia, Lawrence D. Martin, Margaret O. Steinbeck, Sherra Winesett and James Sloan. Judge Sloan acted as moderator for a panel discussion comprised of judges. Judge Sloan kicked off the discussion by asking the panel of judges questions regarding the role of the judge in drug court and asking them to contrast the traditional court setting with the drug court setting. Afterward, the attendees enjoyed the rare opportunity to "grill" the judges sitting as a panel.

Drs. Brubbs and Zager made a presentation on evaluating Drug Court performance. Their presentation

emphasized the importance of collecting performance data to validate what works and does not work in drug court and to measure performance results.



Left to right: Judge Lauren Brodie; Judge Donald Pellecchia; Judge Margaret Steinbeck; Judge Lawrence Martin; Judge Sherra Winesett

A panel discussion of recent drug court graduates highlighted the symposium. The panel members provided an inside look at drug court through the eyes of a drug user as well as valuable feedback on the drug court process to the attending team members. The symposium concluded with the presentation of drug court



Hendry County Judge, James Sloan, moderating a panel discussion

completion certificates to six drug court graduates

Overall the symposium was a great success and a word of thanks goes to the volunteers from DJJ who

helped with registration and the College of Professional Studies' Administrative Assistant Beth Schreiber, SWFAS, FGCU and the may other volunteers who contributed time and money to make the symposium a success.

Drug court was started in Dade County, Florida in 1989. In 1994 there were twelve drug courts in the United States. Today, there are over 1621

operating drug courts in the United States. In the 20th Circuit, drug court operates in all five counties, including adult, juvenile, and dependency drug courts. The success of the drug court system is well documented. Drug court programs costs significantly less than incarceration. President George W. Bush states "drug courts are an effective and cost efficient way to make non-violent drug offenders commit to a rigorous drug treatment program in lieu of prison. By leveraging the coercive power of the criminal justice system, drug courts can alter the behavior of non-violent, low level drug offenders through a combination of judicial supervision, case management, mandatory drug testing and treatment to ensure abstinence from drugs and escalating sanctions". Former president William J. Clinton stated that "three quarters of the growth in the number of federal prison inmates is due to drug crimes. Building new prisons will only go so far. Drug courts and mandatory testing and treatment are effective. I have seen drug courts work. I know they will make a difference."



Human Resources: Open Enrollment

And other helpful information

October brings with it the end of summer and Open Enrollment for members of the judiciary as well as all court employees, both state-funded and county-funded. Open Enrollment is your once a year opportunity to make changes in your pre-tax benefits such as health and life insurance. State-funded court employees should pay close attention this year. There are some big changes in the State's benefit package. Read them carefully and attend the State Benefits Fair on October 13 and 14 at one of the two locations listed below.

Now for a little fun. Test your employee benefits I.Q. Try filling in the Employee Benefits Cross Word puzzle on page 6. Don't cheat, the answer key is on page 7.



Events to Remember:	Date:
Open Enrollment (Judiciary & State funded employees)	October 3 – 28, 2005
Open Enrollment (Charlotte & Collier County funded employees)	October 1 – 31, 2005
Open Enrollment (Lee County funded employees)	October 17 – November 14, 2005
State Benefits Fair @ Dept. of Children & Families, Gulf Coast Center, 5820 Buckingham Road, Fort Myers	October 13, 2005
State Benefits Fair @ Regional Service Center, Rotunda, 2295 Victoria Avenue, Fort Myers	October 14, 2005
Deferred Compensation LeClair visiting the Lee County Administration Building, 1st floor conference room, Fort Myers. (Lee County funded employees)	October 13, 2005

Web Sites of Interest

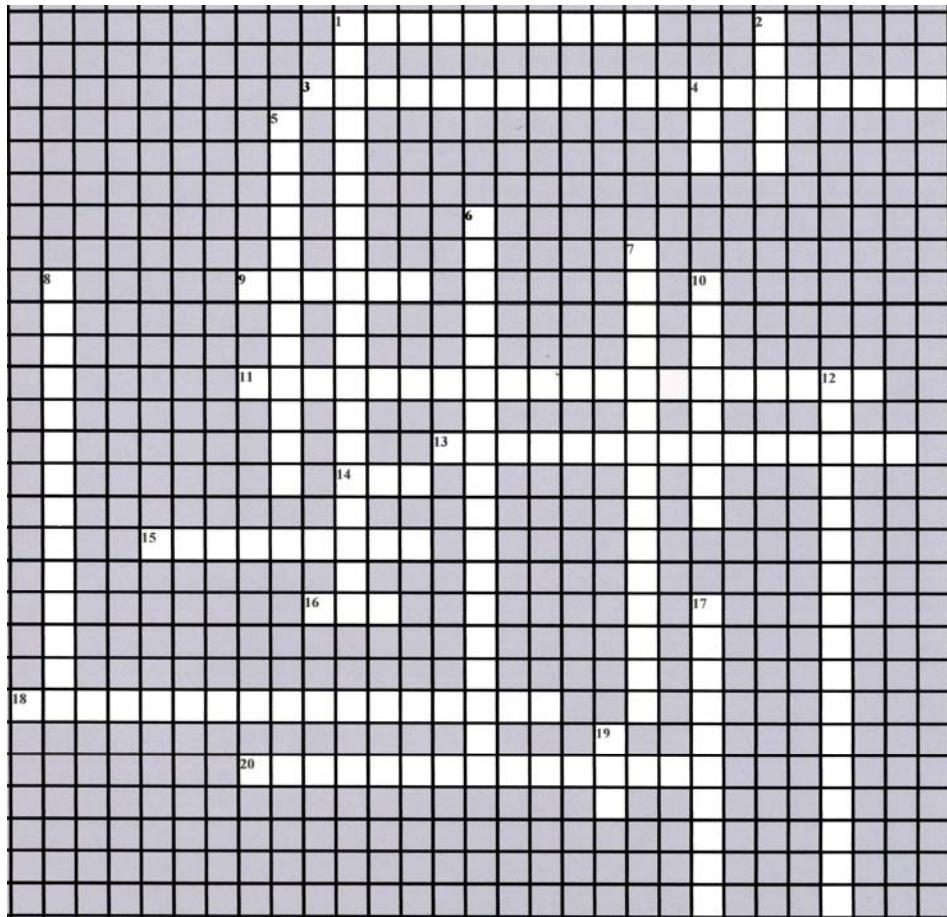
Judiciary & All Court Employees	<ul style="list-style-type: none"> • Florida Retirement System http://www.myfrs.com/ • Florida State Courts Intranet site http://intranet.flcourts.org/ 	<ul style="list-style-type: none"> • Medicare http://www.medicare.gov • Florida Prepaid & College Investment Programs http://www.florida529plans.com/
Judiciary & State Funded Court Employees	<ul style="list-style-type: none"> • Florida Employee & Employment site http://peoplefirst.myflorida.com • Prescription Coverage http://www.caremark.com/ 	<ul style="list-style-type: none"> • EAP Consultants, Inc. http://eapcounselors.com • People First http://peoplefirst.myflorida.com/
Lee County Funded Employees	<ul style="list-style-type: none"> • Lee County Human Resources http://lee-county.com/hr 	<ul style="list-style-type: none"> • EAP Consultants, Inc http://eapcounselor.com
Charlotte County Funded Employees	<ul style="list-style-type: none"> • Charlotte County Human Resources http://www.charlottecountyfl.com/ 	
Collier County Funded Employees	<ul style="list-style-type: none"> • Collier County Human Resources http://www.co.collier.fl.us/ 	

Employee Benefits Terminology

Test your knowledge

Down

1. Form of insurance carried by employers for their employees that provides a lump-sum payment to the employees' beneficiaries (4 words - include spaces in puzzle)
2. Consolidated Omnibus Budget Reconciliation Act – Permits continuation of group medical coverage that would end due to termination of employment, divorce, death of the employee, etc.
4. Short-term disability. Replaces a portion of lost income for a specified period
5. Specified % of covered medical expenses that the employee pays or the fixed \$ amount that a covered person pays each time he or she visits a physician.
6. October 13 & 14, 2005 (3 words - include spaces in puzzle)
7. Optional medical coverage for persons covered by Medicare. (3 words - include spaces in puzzle)
8. Premium amount that a company pays on behalf of an employee; the employee does not receive the benefit in dollars but does pay taxes on it. (2 words - include space in puzzle)
10. Deadline to file claims to flexible spending accounts. (2 words - include space in puzzle)
12. Stated amount out-of-pocket the insured can pay for medical costs in a 12-month period before co-payments end. (2 words - include space in puzzle)
17. Initial amount of covered medical expenses an individual must pay before receiving paid benefits under a health-care plan.
19. Form of health care that provides services for a fixed period on a prepaid basis.



Across

1. Individual, usually a primary-care physician, who is given control of patient access to specialists & services in a managed care organization.
3. Replaces a portion of an employee's lost income after waiting period. (3 words - include spaces in puzzle)
9. Act that requires benefit continuation and crediting of service while an employee is on military active duty.
11. Most cost effective way to have routine prescriptions filled. (2 words - include space in puzzle)
13. Mandatory hospital coverage for person covered by Medicare. (3 words - include spaces in puzzle)
14. Employee assistance program-provides counseling and help to employees having emotional, physical, or personal problems.
15. State's health insurance lifetime maximum (2 words - include space in puzzle)
16. Health Savings Account-Not a use it or lose it plan, earns interest
18. Written benefit plans maintained by the employer that allow employees to use pretax dollars to pay for certain qualified benefits. (3 words - include spaces in puzzle)
20. Period of time employees can make changes to their pre-tax benefits. (2 words - include space in puzzle)

Around the Circuit

At its monthly lunch meeting on August 19, the Lee County Bar Association presented a portrait of the late Doug Wilkinson to the Administrative Office of the Courts. Many of the judges and court staff were in attendance. Speakers included Steve Russell, State Attorney and John Shearer, Attorney and life-long friend of Doug. The portrait hangs in the main lobby of the Lee County Justice Center.

New faces around the Circuit: Pamela C. Clark, Digital Court Reporter – August 1; Connie DeMarsh, Digital Court Reporter – August 10; Tamara “Tammy” McCourt Wilkie, Digital Court Reporter – August 10; Erica Mitchell, Pretrial Officer, Lee County Pretrial – August 15; Lee Ann Schreiber, magistrate – September 26; James E. Ross, Security Representative – September 12; Robert D. Glancy, Court Program Specialist assigned to the Civil/ Family Law Case Management Team in Charlotte County – September 9; Timothy Allen Hamilton, Security Representative, Lee County – September 6; Pedro Nel Cabrera, Security Representative, Lee County – August 22; Erica Mitchell, Pretrial Officer, Lee County – August 15.

Promotions: Betty Cruz, Intake Specialist I to Intake Specialist II, Lee County Domestic Violence – July 28; Liliana Arenas, Intake Specialist I to Intake Specialist II, Lee County Domestic Violence – August 3; Melissa Smith Secretary II to Secretary III, Lee County Probation – September 8; Kristen Ball, Pretrial Officer to Pretrial Supervisor, Lee County Pretrial – September 8; Patricia Golden, Program Specialist I, Lee County Domestic Violence to Pretrial Officer, Lee County Pretrial Services – September 22; James Campbell, Security Representative to Sergeant, Lee County Security – September 8.

Transfer: Susan Nunez Fernandez, Pretrial Officer, Lee County to Court Program Specialist I, Family Law, Lee County – October 3.

Departures: Clifford A. Ring,



Left to right: Steve Russell, State Attorney; Miguel C. Fernandez III, President Lee County Bar Association; Steve Hooper, Senior Staff Attorney; John Shearer, Attorney; J. Thomas Smoot, Vice President, Lee County Bar Association.

Administrative Assistant II in the Family Law Center.

On Wednesday, November 16 at 1:00 PM a ground breaking ceremony will be held for the new 10 story judicial tower being constructed on the Lee County Justice Center Campus. Lee County has committed well over \$100 million to this project which includes the acquisition and remodeling of the SunTrust Bank Building (now designated as the Lee County Justice Center Annex). The Annex will house the offices of the State Attorney, Public Defender and the Law Library. The existing Justice Center will also undergo a top to bottom remodel to accommodate the growth and expansion of the courts.



Security Representative Lee County – September 16; William B. Smith, Probation Officer, Collier County – September 23.

Deceased: In July the Circuit lost two respected members of our court staff, James Sayer, General magistrate and Lee Gossick,

You May Be Too Busy If....

- You refer to your desk as the flat filing cabinet.
- Your pet name for your in-box is: THE BEAST.
- You think about how relaxing it would be to spend a few days in jail.

Answer Key														
	G	A	T	E	K	E	P	E	R	C				
	R									O				
		L	O	N	G		T	E	R					
		C	U							T	R			
		O	P							D	A			
		-												
	I	T			S									
		N	E		T					M				
I		U	S	E	R	R	A			E	A			
M		U	M			T				D	P			
P		R			E					I	R			
U		M	A	I	L	-	I	N	P	R	E	S	C	R
T		N	I		B				A	L		U		
E		C	F		M	E	D	I	C	R	E	P	A	T
D		E	E	A	P	N			E	1		-		
						E				5	O			
I		2	M	I	L	L	I	O	N	F		P		F
N			N		I					A		-		
C			H	S	A		T			R	D	P		
O										T	E	O		
M										D		C		
S	E	C	T	I	O	N			B	U		K		
E	T	I	O	N			I		C		E			
C	O	N					H							
O	N													
M														
S	E	C	T	I	O	N								
E	T	I	O	N										
C	O	N												
O	N													
M														
S	E	C	T	I	O	N								
E	T	I	O	N										
C	O	N												
O	N													
M														
S	E	C	T	I	O	N								
E	T	I	O	N										
C	O	N												
O	N													
M														
S	E	C	T	I	O	N								
E	T	I	O	N										
C	O	N												
O	N													
M														
S	E	C	T	I	O	N								
E	T	I	O	N										
C	O	N												
O	N													
M														
S	E	C	T	I	O	N								
E	T	I	O	N										
C	O	N												
O	N													
M														
S	E	C	T	I	O	N								
E	T	I	O	N										
C	O	N												
O	N													
M														
S	E	C	T	I	O	N								
E	T	I	O	N										
C	O	N												
O	N													
M														
S	E	C	T	I	O	N								
E	T	I	O	N										
C	O	N												
O	N													
M														
S	E	C	T	I	O	N								
E	T	I	O	N										
C	O	N												
O	N													
M														
S	E	C	T	I	O	N								
E	T	I	O	N										
C	O	N												
O	N													
M														
S	E	C	T	I	O	N								
E	T	I	O	N										
C	O	N												
O	N													
M														
S	E	C	T	I	O	N								
E	T	I	O	N										
C	O	N												
O	N													
M														
S	E	C	T	I	O	N								
E	T	I	O	N										
C	O	N												
O	N													
M														
S	E	C	T	I	O	N								
E	T	I	O	N										
C	O	N												
O	N													
M														
S	E	C	T	I	O	N								
E	T	I	O	N										
C	O	N												
O	N													
M														
S	E	C	T	I	O	N								
E	T	I	O	N										
C	O	N												
O	N													
M														
S	E	C	T	I	O	N								
E	T	I	O	N										
C	O	N												
O	N													
M														
S	E	C	T	I	O	N								
E	T	I	O	N										
C	O	N												
O	N													
M														
S	E	C	T	I	O	N								
E	T	I	O	N										
C	O	N												
O	N													
M														
S	E	C	T	I	O	N								
E	T	I	O	N										
C	O	N												
O	N													
M														
S	E	C	T	I	O	N								
E	T	I	O	N										
C	O	N												
O	N													
M														
S	E	C	T	I	O	N								
E	T	I	O	N										
C	O	N												
O	N													
M														
S	E	C	T	I</										

**20TH JUDICIAL CIRCUIT OF FLORIDA
ADMINISTRATIVE OFFICE OF THE COURTS**

The Circuit Times
Administrative Office of the Courts.
1700 Monroe Street
Fort Myers, FL 33901
Phone: 239-335-2231
Fax: 239-335-2387
Email: kkellum@ca.cjis20.org

Hon. Hugh D. Hayes
Chief Judge

L. Caron Jeffreys
Court Administrator

Ken Kellum
Court Operations Manager
Communications & Public Affairs



The Circuit Times
Administrative Office of the Courts.
1700 Monroe Street
Fort Myers, FL 33901
Phone: 239-335-2231

Be Creative

Thinking outside the box

Would you like to be more creative? Whether it is creating a piece of art or finding new and better approaches to doing our work, most people like to be creative.

Jan Sokoloff Harness, a well known communications consultant, offers these 9 tips to boost your creative mind:

1. Play with a kid. If you don't have one, borrow one. Seriously, do it.
2. Don't be serious. If watching "The Three Stooges" can help cancer patients, imagine what it can do for you.
3. If you write, draw. If you draw, bake. If you bake, feed me.
4. Remember the magic of three. (Above) It works for everything but

relationships

5. Appreciate your own talents. If you don't, no one else will.
6. Go for a walk. Preferable at a zoo.
7. Realize that I just chose to write an incomplete sentence. Choose to draw outside the line – but do it for a good reason.
8. Schedule meetings for 22 minutes.
9. Read.

Read.

Read.

Try all or some of these ideas. They just may help.

