

COES Mentees,

Spring Quarter is moving quickly - summer will be here before you know it! If you haven't met with your Mentor this quarter, stop now and set up a meeting. *Research shows that mentoring provides you with solid advice on defining and setting career goals.* As always, the goal of our monthly **e-newsletters** are to provide information on resources, upcoming events, mentoring tips and other items of interest designed to help you be more effective.

***Prep for Summer.** Summer will be here soon. It is key that you plan now to make the most of the extra time that summer provides to tackle proposal writing, getting papers out the door, and getting extra time in the lab. Email your Mentor now and make an appointment to work with them on a plan for summer and what you need to do now to be ready.

***Spring Cleaning.** It's easy to let junk pile up in your office, lab, etc. Schedule a few hours to do some spring cleaning. Process piles of paper, file items you want to keep, pitch the rest. Organize items that seem to have outgrown their current home. You will get a lift from your spruced up workspace and you may discover items that have inadvertently fallen off your radar!

***Purchasing Deadlines.** Watch your email for announcements about the upcoming purchasing deadlines for the 2014-2015 academic year - they start the first of May and run through June for different accounts. Don't get caught needing items for summer that you can no longer purchase or that you can't get here in time to be of use.

***It's Time for Crawfish.** The 29th Annual COES Spring Release is next Thursday, April 16 from 5 - 7 PM at Argent Pavilion. Join us for some great food and a chance to recognize our outstanding juniors and seniors. Your t-shirt is your ticket. Buy your shirt ASAP - they are \$10 and for sale outside our office in Bogard 217. We will sell out - don't wait!

Mentoring Tip for April:

***The Secret of Better Meetings.** Meetings are a fact of academic life. Some new research sheds light on a simple way to enhance creativity, elevate collegiality and improve long-term job performance through better meetings. Curious? Check out the article in *Scientific American* at: http://www.scientificamerican.com/article/the-secret-of-better-meetings-fun/?WT.mc_id=SA_Facebook

Questions? Contact the OWISE Office at 257-2101 or advance@latech.edu.