

## COES Mentees:

Happy Last Day of Fall Quarter! As you prepare for a few days of well-deserved break, take a few moments to read our November mentoring tips! *Research shows that mentoring provides you with valuable advice on defining and achieving your 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.

**\*Take Stock over Quarter Break.** Between now and the start of Winter Quarter, take advantage of the opportunity to sit down with your Mentor and assess your progress thus far this year. Talk about your biggest success of Fall Quarter and what you did to make it a success. How can you use that approach in other areas? Talk about one thing that you have struggled to fit in, one thing that isn't working as well as you would like, one thing that you know you need to address/do but just haven't had the time/bandwidth to do so. Brainstorm on potential solutions and lay out some concrete steps to get you there!

**\*Pick one project over the Break.** We all have big projects sitting on our plate that we haven't had time to address. Sometimes, its because they require large chunks of focused effort, sometimes its because they aren't urgent, sometimes its just because we really dislike doing them. Whatever the reason, use the break to focus on one of those important, big projects and get it off your plate. Make it more fun by working in an unusual or relaxing place (like on the couch in front of the fireplace or at your favorite coffee shop). Reward yourself with some treats - special candy or snacks that you don't often get or a to-go carrier of Starbucks coffee. Motivate yourself with some fun breaks after you hit one or two key milestones - a few rounds of your favorite video game, a trip to your favorite store, an episode of your favorite tv show or a movie at the theater. Save smaller project that you can squeeze into the quarter for when you return to work. You will get a big mental boost from your accomplishment and from addressing an item that really did need your attention!

**\*Break from your Routine.** We are all creatures of habit. Some of those are good, some not so good! Think about your classes for Fall Quarter, your research group/lab. Identify one or two of those habits that you would like to change. Do you find it hard to get tests graded in a timely fashion? It is challenging to get lectures prepared before class? Did you find yourself not holding regular meetings with the students in your lab? Maybe it was email that you just couldn't keep up with. Whatever habit you choose, try to identify why you are struggling. What could you do differently? Talk with your Mentor or a colleague who seems to have a better routine that you do. How do they manage to stay on top of it? Make some concrete plans to change that habit. Ask your Mentor to be your accountability partner - if you tell someone what you are going to change, you are far more likely to follow through. Remember - if you keep doing things the same 'ole way, you will keep getting the same 'ole results!

**\*Give Yourself a Break!** You hereby have permission to take some time off over quarter break. Stay away from the office for a few days, don't bring work home, go out of town if you have to! Do something for yourself, engage in something you enjoy, spend time with the people in your life. Treat yourself to a movie, ball game, museum, shopping trip or your favorite hobby. You will return more energized and productive. Like the Energizer Bunny, it is important to recharge yourself if you want to "keep on going"!

### **Mentoring Tip for November:**

\* I am a member of several professional organizations that send out once-a-month e-newsletters with links to some great, research-based professional development material. Some of these find their way into our ADVANCEing Faculty Program. Over the last three years, we have looked at leadership, communication, body language, time management, running a research lab, speaking with authority, effectiveness and power, negotiation, networking, and more. While some of these are specifically focused on issues of concern to women faculty, many of them just contain great advice that are of interest to everyone on developing your own skill sets. All of our presentations are posted online. You can view them at: [http://www.advance.latech.edu/index.php?option=com\\_content&view=article&id=19&Itemid=27](http://www.advance.latech.edu/index.php?option=com_content&view=article&id=19&Itemid=27) If you are interested in more content like this, I'd recommend searching the online versions of [Forbes Magazine](#), [Inc. Magazine](#), and [Harvard Business Review Magazine](#). They regularly post articles on professional development topics that are great for anyone looking to enhance their productivity and advance their career.

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