

COES Mentors:

I hope that you had a great Fall Quarter! I also hope that you had a chance to meet with your Mentee at least once this fall! Research shows that mentoring allows you to be involved in creating an institutional climate that supports all faculty in their success. 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 Mentee and assess their progress thus far this year. Ask about their biggest success of Fall Quarter and what they did to make it such. How can they use that approach in other areas? Talk about one thing that they have struggled to fit in, one thing that isn't working as well as they would like, one thing that they want to address/do but just haven't had the time/bandwidth to do so. Brainstorm on potential solutions and help them lay out some concrete steps to get 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, encourage your Mentee to use the upcoming breaks to focus on one of those important, big projects and get it off their plate. They can make it more fun by working in an unusual or relaxing place (like on the couch in front of the fireplace or at their favorite coffee shop). Encourage them to reward their effort with some treats - special candy or snacks that they don't often get or a to-go carrier of Starbucks coffee. They can motivate their focus with some fun breaks after they hit one or two key milestones - a few rounds of a favorite video game, a trip to their favorite store, an episode of their favorite tv show or a movie at the theater. Suggest that they save smaller project that they can squeeze into the quarter for when they return to work. They will get a big mental boost from their accomplishment and from addressing an item that really did need their attention!

***Break from Routine.** We are all creatures of habit. Some of those are good, some not so good! Encourage your Mentee to think about their classes for Fall Quarter, their research group/lab and identify one or two of those habits that they would like to change. Do they find it hard to get tests graded in a timely fashion? It is challenging to get lectures prepared before class? Did they find that they weren't holding regular meetings with the students in their lab? Maybe it was email that they just couldn't keep up with. Whatever habit they choose, help them identify why they were are struggling. What could they do differently? Talk with them about setting up a different or better routine - suggest some that you use or ones that you know works for others. Help them make some concrete plans to change that habit. Be an accountability partner - if they tell someone what they are going to change, they are far more

likely to follow through with it. Remember - if you keep doing things the same 'ole way, you will keep getting the same 'ole results!

***Give Yourself a Break!** Give your Mentee permission to take some time off over quarter break. Tell them to stay away from the office for a few days, don't bring work home, go out of town! Encourage them to do something for themselves, engage in something they enjoy, spend time with the people in their life. Treat themselves to a movie, ball game, museum, shopping trip or their favorite hobby. They 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 If your Mentee is interested in or would benefit from 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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