

COES Mentors,

Spring Quarter is moving quickly - summer will be here before you know it! If you haven't met with your Mentee this quarter, stop now and set up a meeting. *Research shows that mentoring benefits you through your interactions with bright and enthusiastic colleagues.* As always, the goal of our monthly **e-newsletters** is 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 your Mentee plan now to make the most of the extra time that summer provides to tackle proposal writing, getting papers out the door, planning for new courses, and getting extra time in the lab. Email your Mentee now and make an appointment to work with them on a plan for summer and what they need to do now to be ready.

***Spring Cleaning.** It's easy to let junk pile up in your office, lab, etc. Encourage your Mentee to schedule a few hours to do some spring cleaning. Process piles of paper, file items they want to keep, pitch the rest. Organize items that seem to have outgrown their current home. Share your own tips for keeping everything organized. They will get a lift from their spruced up workspace and may discover items that have inadvertently fallen off their radar!

***Purchasing Deadlines.** Remind your Mentee to watch their email for announcements about the upcoming purchasing deadlines for the 2014-2015 academic year - the deadlines start the first of May and run through June for different accounts. It is important that your Mentee doesn't get caught needing items for summer that they can no longer purchase or that they 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. Make plans for you and your Mentee to 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