



## Ways to Avoid Distractions

In our busy lives amid the technological world we live in, we are bombarded constantly with endless distractions. Being able to effectively manage these distractions can make the difference between finishing everything you needed to do that day versus having to work overtime or weekends to try to get caught up. Creating a work routine that allows you to stay focused as well as organize and prioritize tasks allows your work to feel productive, healthy and sustainable.

### Office Related Distractions such as Emails

- Set dedicated times throughout the day to check messages rather than losing your flow to check it EVERY time a new email comes in.
- Try to create a “touch it once” policy for emails whenever possible.

### Avoiding social media and technology distractions

- Turn off all notifications and take planned social media breaks rather than stopping what you are doing to check every time a notification comes in.
- Avoid listening to music, pod casts, etc if it is distracting. If a co-worker listens to music, etc, suggest ear buds. Perhaps invest in sound cancelling headphones or w white noise machine. This is also helpful for general office noise that pulls our focus from the task at hand.

### INSIDE THIS ISSUE:

<i>Avoiding Distractions</i>	1
<i>Tips and Tricks</i>	1
<i>Calendar of Events</i>	2
<i>Roswell Symposium Flyer</i>	2
<i>Avoiding Distractions.</i>	3
<i>Personal Development</i>	3
<i>Roswell Symposium Registration Form</i>	4
<i>Member Spotlight</i>	6
<i>Paralegal Proclamation</i>	7
<i>Message from the Chair</i>	8



### PST Viewer for Email to PDF file conversion.

Need to convert numerous emails AND their attachments into pdf's quickly and efficiently? This program is a game changer. Each outlook email is converted into a PDF file that contains the email and any attachments originally attached to the email.

## Calendar of Events for 2022

	Date and Location
<u>2nd Annual Paralegal Symposium</u> See Flyer below for details	Friday and Saturday, September 16- 17, 2022 Roswell, NM
12:00 Lunch & Learn	October 19, 2022
12:00 Lunch & Learn	November 16, 2022
The Institute CLE 8:30 a.m. to 4:30 p.m.	Friday, December 2, 2022 State Bar of New Mexico
Holiday Dinner	Friday, December 2, 2022 6:00p.m., Albuquerque, NM

"DO MORE THAN  
BELONG:  
PARTICIPATE.

DO MORE THAN CARE:  
HELP.

DO MORE THAN BELIEVE:  
PRACTICE.

DO MORE THAN BE FAIR:  
BE KIND.

DO MORE THAN  
FORGIVE: FORGET.

DO MORE THAN DREAM:  
WORK." — WILLIAM  
ARTHUR WARD

"We can say  
what we need to  
say. We can  
gently, but asser-  
tively, speak our  
mind. We do not  
need to be judg-  
mental, tactless,  
blaming or cruel  
when we speak  
our truths."

~ Melody  
Beattie

### AGENDA

#### Friday, September 16

- Happy Hour Social  
4:00pm - 7:00 pm  
Pasta Café Italian Bistro  
(1208 N. Main St.)  
Cash Bar, appetizers provided by the  
Paralegal Division

#### Saturday, September 17

- CLE  
9:00am - 12:00pm  
Chaves County Courthouse  
(400 N. Virginia)  
Tour of the historic Courthouse built in 1911  
followed by presentation by the Honorable  
Freddie Romero on the History of courthouses  
in NM and Justice in Lincoln County  
1870-1881

- BBQ Luncheon  
12:00pm - 1:00pm  
Fairfield Inn & Suites

- Board Meeting & Planning Session  
1:00pm - 4:00pm  
Fairfield Inn & Suites
- Wills for Heroes  
2:00pm - 5:00pm  
(200 S. Richardson Ave.)  
Link to Volunteer:  
<https://form.jotform.com/222335443811146>  
Questions: Meryl Sutton,  
MerylS@nmlegalaid.org

- Paint & Wine Party  
6:00pm - 8:30pm  
Pecos Flavors Winery & Bistro  
(412 W. 2nd Street)  
Cash Bar, Appetizers provided by the  
Paralegal Division

#### Sunday, September 18

- Yoga  
9:30am - 10:30am  
Fairfield Inn & Suites  
Bring your own mat, block, etc.



State Bar of New Mexico  
Paralegal Division

## 2nd Annual Symposium SEPTEMBER 16-18, 2022



Fairfield Inn & Suites by Marriott  
Roswell, New Mexico  
(1201 N. Main St)

SPECIAL EVENTS INCLUDE:



Happy Hour Social



BBQ Luncheon



Paint & Wine Party



Yoga

REGISTRATION DEADLINE: MONDAY, SEPTEMBER 12, 2022

To register visit <https://form.jotform.com/211715697866167>

For more information, contact Linda Sanders at [sanders@hurleyfirm.com](mailto:sanders@hurleyfirm.com)

## *Avoiding Distractions... continued*

### **Distractions from other people**

- Clear and candid communication of work boundaries
- Have a do not disturb sign to use when needing to focus on a project w/o interruptions.
- Block of time on calendar for specific projects.

### **Have Long and Short Term To-Do Lists**

- Breakdown larger and long-term goals in to shorter and smaller projects
- Break short term plans into a daily prioritized list of tasks for each day
- Attempt to do one thing at a time

### **Schedule Regular Breaks**

- Schedule 5 minute breaks throughout day to walk around, stretch or walk around the block.
- Figure out what times you work most effectively and plan to set aside time during that time period to work on the tasks with highest priority.

### **Work Space**

- Clean and tidy workspace
- Using wireless keyboard and mouse to avoid additional cables in the way
- Dual monitors
- Comfortable chair

"WHEN WE FAIL TO  
SET BOUNDARIES  
AND HOLD PEOPLE  
ACCOUNTABLE, WE  
FEEL USED AND  
MISTREATED."

~ BRENE BROWN

## **Personal Development and Growth-**

### **Free to Focus: A Total Productivity System to Achieve More by Doing Less**

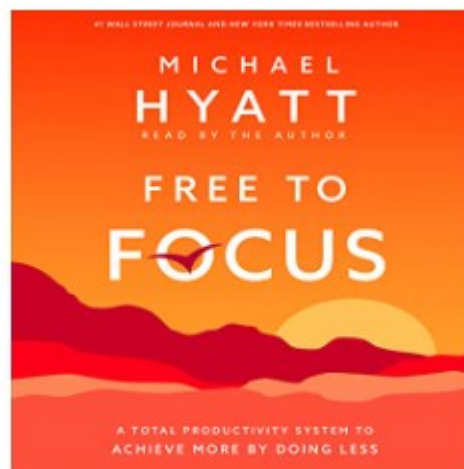
By Michel Hyatt

I listened to a pod cast by this author and was fascinated. Next up on the audio book.

*Free to Focus, you'll discover how to:*

- Redefine your work so it works for you
- Filter your tasks and commitments
- Cut out the nonessentials

- Eliminate interruptions and distractions
  - Set boundaries that protect your focus and drive results
  - Leverage your time and energy for maximum productivity
  - Build momentum for a lifetime of success
- In Free to Focus, you'll learn the three-step system to achieve more while doing less.*





State Bar of New Mexico

Paralegal Division

# 2nd Annual Symposium

We sincerely hope you will join us for all the planned events.

Name: \_\_\_\_\_

SBNM -Paralegal #: \_\_\_\_\_

Please note which of the following events you plan to attend.

- |                      |                    |
|----------------------|--------------------|
| •Happy Hour:         | Free (Cash Bar)    |
| •CLE & Luncheon:     | \$35.00            |
| •CLE only:           | \$25.00            |
| •Luncheon only:      | \$15.00            |
| •Paint & Wine:       | \$40.00 (Cash Bar) |
| •Yoga:               | Free               |
| •All Events Discount | \$65.00!!!         |

**REGISTRATION DEADLINE: MONDAY, SEPTEMBER 12, 2022**

Mail payment to Kay Homan, 2325 Calle Luminoso, Santa Fe, NM 87505

To register online visit <https://form.jotform.com/211715697866167>

**Questions? Contact Linda Sanders at [sanders@hurleyfirm.com](mailto:sanders@hurleyfirm.com)**





STATE OF NEW MEXICO EXECUTIVE OFFICE SANTA FE, NEW MEXICO

# Proclamation

**WHEREAS**, paralegals provide a vital link between lawyers and the clients they represent; and

**WHEREAS**, paralegals make invaluable contributions through the drafting and analysis of legal documents, case planning, research, client interviews, and the development of legal pleadings; and

**WHEREAS**, due to the rapidly evolving nature of our legal system, the responsibilities of New Mexico's paralegals are constantly growing and expanding, including providing pro-bono services to the underserved; and

**WHEREAS**, the Paralegal Division of the State Bar of New Mexico, which was created in 1995, represents the paralegal profession and works toward enhancing professional development; and

**WHEREAS**, the goals of the Paralegal Division include providing efficient administration to accommodate growth, and development of paralegals through education; and

**WHEREAS**, the Paralegal Division supports the delivery of legal services in an economic and efficient manner.

**NOW THEREFORE**, I, Michelle Lujan Grisham, Governor of the State of New Mexico, do hereby proclaim August 26, 2022 as:

## "Paralegal Day"

throughout the state of New Mexico.

Attest:

A handwritten signature in black ink that reads "Maggie Toulouse Oliver".

Maggie Toulouse Oliver  
Secretary of State



Done at the Executive Office this  
15<sup>th</sup> day of June 2022.

Witness my hand and the Great Seal  
of the State of New Mexico.

A handwritten signature in black ink that reads "Michelle Lujan Grisham".  
Michelle Lujan Grisham  
Governor

## Member Spotlight—Christina Babcock

The following is a written interview provided by Christina Babcock.

**Tell us a little about yourself:** My name is Christina Babcock, and I am the current Secretary for the State Bar of NM Paralegal Division. I have a master's degree in paralegal studies, and 27 years of paralegal experience with a background in criminal defense litigation. I am a wife and mother who loves spending time with family. My husband and I have been married for 26 years and we have a son and a daughter together.

**Tell us about your job:** I am a full-time Paralegal Studies Professor at Central NM Community College (CNM). I have been with CNM for 13 years and teach a wide range of paralegal courses. I share my enthusiasm for the profession and real-world experiences with my students.

**How long have you been a member of the Paralegal Division? Why did you join?** I joined the division in 2011, after an attorney invited me to join him for a CLE. The form asked if I was a member of the Paralegal Division. At the time, I didn't know what that was. Once I did some research, I immediately joined. I was excited about making new connections through networking and continuing to learn by taking CLE courses.

**How long have you been on the Board of Directors? Why did you want to have a leadership position?** I first ran for a position on the board in 2015. At the time, I was co-chair of the professional development committee and was invited to attend a board meeting. I was hooked and wanted to become involved with the decisions made by the board. I also had the pleasure of serving as Chair of the division in 2018.

**Explain to our members the purpose of the Wellness Committee of the State Bar:** The NM Well-Being Committee was established in 2020 by the State Bar of New Mexico's Board of Bar Commissioners. All members have a well-being focus and concern with respect to the NM legal community. It is the committee's goal to examine and create initiatives centered around wellness. This includes mental, emotional, physical, and spiritual health and substance use struggles within the New Mexico legal community.

**Why does Wellness interest you?** Last year I had a medical episode that completely changed my life. After a painful two weeks thinking I pulled a muscle in my back, I finally went to the emergency room. After being there for a few hours, I woke up with doctors telling me I would have had a stroke or could have died had I stayed home. They saved my life. The back pain turned out to be

blood clots in my lungs. I had three pulmonary embolisms in my left lung and my right lung collapsed. This was during the pandemic and because of the restrictions, my family was not allowed to visit me. Mentally, I was devastated to be alone during this time. During my recovery, I went from never thinking about dying to thinking about it every time I felt a pain. Physically, I had to change my diet and the way I exercised. My doctor said my life would never be the same and she was right. I am feeling much better now, but I understand the importance of taking care of myself and not waiting to see a doctor when something doesn't feel right.

**What do you think the Division can do to promote wellness within our membership?** I would suggest a forum for members to connect and relate to well-being issues. Members can share their favorite tips on ways to reduce stress, share healthy recipes, recommend meditation or relaxation videos, share interesting podcasts, or ways to unwind on the way home from or on weekends. I will be honest, the old me would have said "I'm too busy" or "I don't have time for that". I try to make every minute of my life count now. I think we all should.



## Well-being Podcasts

<https://www.sbnm.org/Leadership/Committees/NM-Well-Being-Committee>

<https://www.sbnm.org/Leadership/Committees/Judges-and-Lawyers-Assistance-Program-Committee>

<https://www.solutionsbiz.com/EAP/Pages/default.aspx>

There are some great resources on the WWW.SBNM.org website.: See below a sample of articles, videos etc that are offered.

### Wellness Resources



#### Emotional Health

Lawyers With Depression  
Stress Management and  
Resilience-Building Tools  
How Vulnerable Are you to  
Stress?  
Lawyers: Find Freedom from  
Anger, Anxiety and Stress  
Compassion Fatigue  
7 Tips for Dealing with Difficult  
People During this Time of Civil  
Unrest and COVID  
Helping Seniors Navigate  
COVID-19  
Taking Care of Your Emotional  
Health  
8 Ways to Cope After a Suicide  
Loss  
Video: Grieving, Coping, and  
Healing Regarding Suicides in  
Our Legal Community



#### Occupational Health

Managing Your Team After  
COVID-19  
Supporting Coworkers During a  
Layoff  
Zoom Exhaustion is Real



#### Physical Health

TED Talk – Sleep is Your Super  
Power  
Defined Fitness Defined Fitness  
Discount for NM State Bar  
Members  
Five Ways to Stay Fit During  
Quarantine



#### Intellectual Health

Culture, Inclusion and Bias in  
the Workplace  
Tips on Improving Intellectual  
Wellness



#### Spiritual Health

Spiritual Wellness: What Is Your  
Meaning and Purpose?  
The Benefits of Spiritual  
Wellness and 10 Activities to  
Improve It  
4 Ways to Achieve Spiritual  
Wellness the Workplace



#### Cultural Health

Connecting With Culture  
Cultural Wellness – University  
of Houston



#### Social Health

7 Ways To Successfully  
Cultivate Social Wellness For  
Life  
What is "Social Wellness," and  
Why Does it Matter?  
Social Wellness Tool-Kit



#### Financial Health

Why You Need Financial  
Wellness  
2020 Employee Financial  
Wellness survey  
25 Tips to Improve Your  
Financial Well-Being



The State Bar of New  
Mexico  
Paralegal Division  
Post Office Box 92860  
Albuquerque, NM 87199-  
2860

**WWW.SBNM.ORG**

**PARALEGAL DIVISION**

**2022 OFFICERS**

Linda Sanders  
Christina Babcock  
Kay L. Homan, CP  
Angela Minefee

**2022 Board of Directors**

Daniel Berg  
Michelle Jaramillo  
Michelle Pettit  
Meryl Sutton  
Debbie Tope

**Committee Chairs**

**Budget & Finance -**

Kay L. Homan, CP

**Bylaws & Standing Rules-**

Kay L. Homan, CP

**CLE Coordination-**

Linda Sanders

**CLE Provider Approvals-**

Kay L. Homan, CP

**CLE Tracking-**

Christina Babcock

**Communication: eNews**

**& Web Page-**

Michelle Jaramillo

**Communication: Newsletter-**

Michelle Pettit

**Communication: Social Media-**

Linda Sanders, Devany Whipple

**Events Coordination-**

**Awards Subcommittee-**

Ruby Silva

**Membership-**

Kathy Campbell, Linda Sanders

**Nominations & Elections-**

Ruby Silva

**Pro-Bono / Community Service-**

Meryl Sutton

**Professional Development-**

Daniel Berg

**Scholarship-**

Devany Whipple

**Ad Hoc: Oral History Project**

## A Message from the Chair Linda Sanders

If you recall, at the beginning of this year I set a goal for myself as your Chair to promote our Division and our profession. 2022 is half over (*ALREADY ?!*), so I thought I'd give you an update:

In May we co-sponsored a networking event and CLE with the 3<sup>rd</sup> & 6<sup>th</sup> Districts of the Board of Bar Commissioners. The 5 members of our Division who attended did a great job of promoting the Division!

Your Board of Directors voted to create two Ad Hoc committees: the Paralegal Promotion Committee; and the Division Development Committee. The first reports of these committees are on our website and I encourage you to read them. (FYI, did you know the Minutes and committee reports from all the Board of Directors meetings are posted on our website?) To say I am excited about the work of these committees is an understatement. We are taking concrete steps to plan for the future of our Division and our profession.

To that end, there is a lot coming up in the near future:

we are collaborating on two podcasts and an article with the State Bar;

we will have an information table at the Annual Meeting of the State Bar and our Annual Meeting Luncheon followed by a 1-hour interactive discussion with paralegals, attorneys and other members of the legal community about what our profession has to offer to an attorney, a law firm and the legal community in general.

our Paralegal Day Anniversary Celebration is scheduled for August 27<sup>th</sup>, I hope you can attend and will even bring a prospective member as a guest;

I am also excited about our upcoming Symposium. The event is going to be held in Roswell and will offer networking opportunities (Happy Hour and Paint & Wine event), a half day CLE, a volunteer opportunity (Wills for Heroes) and a wellness session. The Symposium will include the involvement of judges and attorneys from the Roswell area. It's going to be a great opportunity to promote our Division.

We are working on two more Board of Bar Commissioners networking events and hopefully one more Wills for Heroes event before the end of the year. We are also looking for other volunteer opportunities now that in-person events are happening again.

I hope you will take advantage of our upcoming events and the opportunity to interact with other members. As always, if you have questions, suggestions or feedback, please reach out to me!

*Linda*

