



## How To Add Notes To Yourself On An Email in Your Inbox

In the world today and especially in the legal field, the management of the plethora of emails that arrive in our inbox daily is crucial. Like many of you, I suspect, I leave emails in my inbox as a reminder of a task that needs to be completed, something to be followed up on, etc. The following are a variety of ways to flag, categorize or add notes on an email in Outlook, though I suspect most of these will work on other email platforms as well.

- 1) Assign color categories to topics such as "Awaiting response", "Contact Info", "To Calendar", "To-Do's". To add a color category, in the home tab, go to tags and then Categorize. Select the category you wish to use (it can be more than one). To create a new category, choose All Categories and then in the Color Categories dialog box, select New to use a new color. In the Add New Category dialog box, choose a color and enter name for the category. Select Ok.
- 2) Add a note to modify the message's subject. To do this, double click the message to open it in its own window, and directly type your note in the subject field.
- 3) Add a note to the body of the message. This works particularly well if you want to add a longer note regarding the specific email. Start by double clicking the message to open it in its own window and then in the "move" section at top center of screen select "Actions"- and then "Edit Message." I typically note "EMP NOTE" and then add my notes and reminders regarding that email. Remember that both # 2 and #3 will be noted if you forward the email to someone.



For those that use Outlook, and are tired of toggling back and forth between the emails and the calendar. With Outlook open, right click on either the envelope or calendar icon and select "Open in new window" that allows them to both be open at the same time. If you are using only 1 screen you can view side by side by hitting the window key (4 pane window icon) and the > key. It will move the open document to the right half of the screen. It will give you thumbnails of what else is open and when you click on the second document, it will open it on the left side of the screen.

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## Calendar of Events for 2023

	Date and Location
Lunch and Learn CLE 12:00	Wednesday, February 15, 2023
Lunch and Learn CLE 12:00	Wednesday, March 15, 2023
11:00 am Board Meeting 12:30 pm Lunch (Provided by the Division)	Saturday, April 1, 2023 State Bar of New Mexico
Lunch and Learn CLE 12:00	Wednesday, April 19, 2023
Law Day CLE 9:00 am-12:00 pm	Saturday, May 6, 2023 State Bar of New Mexico
Lunch and Learn CLE 12:00	Wednesday, June 21, 2023
Lunch and Learn CLE 12:00	Wednesday, July 19, 2023
11:00 am Board Meeting 12:30 pm Lunch (Provided by the Division)	Saturday, July 8, 2023 State Bar of New Mexico
State Bar Annual Meeting Bench and Bar Conference	July 27-29, 2023 Hyatt Regency Tamaya Resort
Paralegal Division Annual Meeting Luncheon	Friday, July 28, 2023 Hyatt Regency Tamaya Resort
Paralegal Day	Friday, August 25, 2023
Paralegal Day Luncheon	Saturday, August 26, 2023 El Pinto Restaurant
3rd Annual Paralegal Symposium	September 29-October 1,, 2023 Santa Fe, NM
Lunch and Learn CLE 12:00	Wednesday, October 18, 2023
Lunch and Learn CLE 12:00	Wednesday, November 15, 2023
The Institute CLE 8:30 am– 4:30 pm	Friday, December 1, 2023 State Bar of New Mexico
Holiday Dinner 6:00 -8:00 pm	Friday, December 1, 2023 State Bar of New Mexico

“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

## *Emails... continued*

4) Custom Flags is useful for a short note. The default text for the flag is set to "Follow Up" but there are a variety of options such as "For your Information", "No Response Necessary", "Review", etc. If you want to create your own reminder, right click on the Flag Column and then select "Custom". This will allow you to create a flag and also set a reminder as well. With this format, the note and or reminder will not show up if you forward the email to someone else.

### Personal Development and Growth– The Importance of a Personal Day

Although most of us would love time off to hike in the mountains, sit on the beach or have an adventure, sometimes a three-day weekend is enough to bring some joy and peace into our hectic life. Most of us will agree that vacation is important for our mental and physical well-being, but much of society doesn't make time for it. Several surveys have found that US employees only take about half of their permitted vacation time. Out of those employees that do take time for vacation, many admit to doing some work while on vacation. Aside from enjoying time with loved ones and creating memories, the benefits of vacations can include reduced stress levels, improved mental health, and increased energy and productivity.

While most workers feel they have too much to do so don't have time for a break, research has proven that taking a break can be

beneficial for you as well as your productivity. A fascinating study found that "taking a short break (3-4 days away from home) or longer vacation (1-5 weeks away from home) one is able to achieve measurable restorative benefits, using both objective (performance on cognitive tests) and subjective (self-report) measures. The effect on cognitive performance is particularly important, as the capacity to focus attention on a task is a central tenet of Attention Restoration Theory... and is an important factor affecting job performance and emotional well-being." Details of this study, *Taking a break: Exploring the restorative benefits of short breaks and vacations* can be found on the Science Direct website at [https://www.sciencedirect.com/science/article/pii/S0950268820300069#:~:text=Taking%20a%20break%20leads%20to%20measurable%20improvements%20in%20cognitive%20performance.&text=Restorative%20attributes%20significantly%20predict%20cognitive%20and%](https://www.sciencedirect.com/science/article/pii/S0950268820300069#:~:text=Taking%20a%20break%20leads%20to%20measurable%20improvements%20in%20cognitive%20performance.&text=Restorative%20attributes%20significantly%20predict%20cognitive%20and%20self%2Dreport%20outcomes.&text=Short%20breaks%20away%20from%20home,more%20restorative%20than%20longer%20vacations.)



20self%2Dreport%20outcomes.&text=Short%20breaks%20away%20from%20home,more%20restorative%20than%20longer%20vacations.

Perhaps vacations should be thought of as a wellness requirement rather than a luxury.

Plan to set aside time to relax and enjoy life a little. If you are a list maker, a Bucket List Journal such as this one may be helpful.





## Tribute to Dawn Seals 1964-2022

Dawn was a paralegal at Miller Staratvert as well as a member of the SBNM Paralegal Division from 2008 to 2022 and will be missed.

Dawn's impact on this world, the footprints she left, reached far and wide; one of her favorite sayings was "Leave it better than you found it." She truly accomplished this, as there was not a paw or hand, she wasn't willing to help. Dawn walked through life with grace and elegance, holding strong values, and raising her children to pass on her everlasting kindness, hope, gentleness, and zest for life.

## Gene Franchini New Mexico High School Mock Trial Competition

### Judges Needed in Albuquerque and Las Cruces

The Gene Franchini New Mexico High School Mock Trial Competition needs judges. The qualifier competitions will be held February 17 and 18, 2023 in Albuquerque and Las Cruces at the Bernalillo County Metropolitan Court in Albuquerque and the Third Judicial District Court in Las Cruces.

Mock trial is an innovative, hands-on experience in the law for high school students of all ages and abilities. Every year hundreds of New Mexico teenagers and their teacher advisors and attorney coaches spend the better part of the school year researching, studying and preparing a hypothetical courtroom trial involving issues that are important and interesting to young people.

Please sign up at <https://civicvalues.org/mock-trial/registration/judge-volunteer-registration/> by February 4, 2023.

If you have any questions, please contact Kristen Leeds at the Center for Civic Values at 505-764-9417 or [Kristen@civicvalues.org](mailto:Kristen@civicvalues.org)





## CLE Changes You Need To Know!

On September 17, 2022, the Board approved the following changes to the Division's minimum continuing legal education (MCLE) tracking requirements and procedures **to take effect on January 1, 2023**. The Board also recently revised the Division [Standing Rules](#) to include these and other changes.

### **Revision to MCLE Procedures for Annual Renewal Qualification**

Effective January 1, 2023, the CLE Tracking Committee will no longer accept individual CLE submissions throughout the year for approval. Members will be required to track their own MCLE credits to qualify for annual membership renewal. For your convenience in tracking your own credits, a certificate of compliance form is provided that will assist you when submitting proof of compliance with your annual membership renewal beginning with the 2024 renewal cycle. The CLE Tracking Committee will retain the responsibility of responding to members' inquiries regarding qualification of CLE programs; however, it is ultimately your responsibility to become familiar with the MCLE Guidelines and to ensure that the CLE programs for which you are claiming credit are substantive programs that comply with those guidelines. The CLE Tracking Committee will perform audits of members' submissions to ensure compliance.

For 2022 MCLE compliance for your 2023 renewal (beginning in November), you will be able to access on the Division web page your approved CLE submissions for 2022 together with your total CLEs, including excess credits to begin your self-reporting in 2023.

For 2023 MCLE compliance, those tracking tables will no longer be available. Your certificate of compliance form will be your form of tracking ALL Division-sponsored and non-Division-sponsored courses that comply with the MCLE guidelines and will be required for your 2024 renewal. Certificates of attendance must be attached to the certificate of compliance for non-Division-sponsored CLE courses. Division-sponsored CLE courses do not require a certificate of attendance but must be listed on the certificate of compliance (sign-in sheets for Division-sponsored courses are kept by the CLE Tracking Committee for proof of attendance in the event of an audit of your CLE records). Update the form on an ongoing basis as you earn your credits throughout the year and keep it together with applicable certificates of attendance. You may still carry over a maximum of 12 hours of excess credits, including 1 hour of ethics, exclusive of pro bono and self-study credits, that can be included on the form. Attached are the revised MCLE Guidelines and the certificate of compliance form for you to begin using on January 1, 2023.

If you have any questions regarding the new procedures, please direct them in writing to either committee at [pd-CLEcredits@sbnm.org](mailto:pd-CLEcredits@sbnm.org) or [pd-membership@sbnm.org](mailto:pd-membership@sbnm.org).

*The Membership and CLE Tracking Committees*

Christina Babcock

Kathy Campbell

Meryl Sutton



## CONTINUING LEGAL EDUCATION (CLE) CERTIFICATE OF COMPLIANCE

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

Bar ID: \_\_\_\_\_

A minimum of twelve (12) CLE hours, including one-hour of ethics, is required for annual renewal of your membership in the Paralegal Division. **ALL Division-sponsored and non-Division-sponsored CLE courses that comply with the MCLE Guidelines should be included in this form.** Please keep certificates of attendance for non-Division sponsored CLEs together with this form for submission with your annual renewal. You do not need a certificate for Division-sponsored CLE courses (the sign-in sheets for Division-sponsored CLEs are kept by the CLE Tracking Committee for proof of attendance in the event of an audit of your records) but you must still list them below. NOTE: If you have a problem meeting the CLE requirement for a particular renewal period or have questions regarding whether a particular CLE complies with the MCLE Guidelines, please submit a written explanatory statement/inquiry to the CLE Tracking Committee at [pd-CLEcredits@sbnm.org](mailto:pd-CLEcredits@sbnm.org). An extension may be granted if you are unable to meet your MCLE requirement due to extenuating circumstances.

Date of CLE	Sponsored By	Title of Program	Pro Bono	Self-Study	General Hours	Ethics Hours
-----	-----	TOTAL HOURS FROM CONTINU-				
	--	ATION SHEET (if applicable)				
		CARRY OVER CREDITS FROM				
		PREVIOUS YEAR*				
-----	----- = -----	TOTAL HOURS FOR PERIOD				
	-----					

\* You may carry over a maximum of twelve (12) hours including one hour of ethics from the previous year, excluding pro bono and self-study hours.

IF NECESSARY PLEASE CONTINUE TO NEXT PAGE. IF NOT, PLEASE SIGN CERTIFICATION AND DATE AT THE BOTTOM OF NEXT PAGE.

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

Bar ID: \_\_\_\_\_

Date of CLE	Sponsored By	Title of Program	Pro Bono	Self-Study	General Hours	Ethics Hours
-----	-----	TOTAL HOURS FOR PERIOD				

I certify that the information contained in this Certificate of Compliance is true and accurate. Further, I certify that I attended each hour of the General CLE and Ethics programs identified in this Certificate of Compliance and have attached my certificates of attendance for non-Division sponsored CLEs. My CLE hours for the renewal period beginning on January 1, 20\_\_ and ending December 31, 20\_\_ total \_\_\_\_\_ hours, with a minimum of \_\_\_\_\_ hour of Ethics.

Signature of Member

Date Signed

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, Chair  
Meryl Sutton, Chair-Elect  
Madeline Lovato, Secretary  
Kay L. Homan, CP, Treasurer  
Debbie Tope, Past Chair

**2022 Board of Directors**

Daniel Berg  
Michelle Jaramillo  
Nicole Madrid  
Vanessa Martinez  
Michelle Pettit  
Katelynn Raney  
Kathy Campbell, Ret. ACP- Admin  
Assistant

**Committee Chairs**

**Budget & Finance -**

Kay L. Homan, CP

**Bylaws & Standing Rules-**

Kay L. Homan, CP

**CLE Coordination-**

Shannon Rooney

**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

**Events Coordination-**

Vacant

**Awards Subcommittee-**

Ruby Silva

**Membership-**

Kathy Campbell, Meryl Sutton

**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

I want to start by thanking the following outgoing Division Officers and Directors: Christina Babcock (Secretary), Ruby Silva (Past Chair), and Yolanda Hernandez (Director). I deeply appreciate your service and dedication to the Division. The achievements of the Division and benefits offered to our members in 2022 could not have been done without you!

I want to welcome the following new Division Officers and Directors: Meryl Sutton (Chair-Elect), Madeline Lovato (Secretary), Debbie Tope (Past Chair), Katelynn Raney (Director), Nicole Madrid (Director), Daniel Berg (Director) and Vanessa Martinez (Director). I look forward to working with each of you! 2022 was an awesome year for the Division!

We welcomed 22 new members.

We brought back the Division Newsletter thanks to the hard work of Michelle Pettit.

The Lunch & Learn program was a HUGE success averaging 47 participants each month.

Our members supported numerous volunteer events such as Wills for Heroes, Veterans Clinics, Judicial District Court Clinics, and interpreter services in coordination with the Volunteer Attorney Pool.

Our Annual Symposium, held in Roswell, was an in-person event for the first time and attendance exceeded that of the 2021 virtual event! We offered a 3 hour CLE, volunteer opportunity, wellness event and two social events.

We participated in a podcast for the Legal Well-being in Action program of the State Bar and authored an article for inclusion in the Bar Bulletin.

We implemented two Ad-Hoc Committees focused on Division development and paralegal education.

Moving forward, I continue to challenge each of you to become involved in our Division. Join a Division committee. Volunteer at the pro-bono events we support. Attend our Lunch & Learn sessions and bring a co-worker! We offer something for everyone. Take a look at our website, <https://www.sbnm.org/Leadership/Divisions/Paralegal> for information on meetings, CLEs, and upcoming events.

I learned a great deal acting as Division liaison to the Board of Bar Commissioners. I am much more knowledgeable of the inner workings of the State Bar as well as services and opportunities available to the Division. I look forward to exploring more opportunities for the Division and improving our relationship with the State Bar and the legal community of New Mexico.

My goal for this year is to continue promote awareness of our Division and our profession. Our participation at the annual Bench & Bar Convention was a success in 2022 and I think we can do even better in 2023. We are working on podcasts specific to paralegals and what we offer to the legal community and other awareness opportunities with the State Bar. We have also been asked to develop the content for the Bridge the Gap program of the State Bar specific to the utilization of paralegals. As I did in 2022, I want to rely on each of you to promote our Division among your co-workers and attorneys. Let them know you are a member of the Division and the value this adds to your firm through our ability to network and our educational/CLE requirements for membership. If you have any questions or ideas, *please* contact me, [pd@sbnm.org](mailto:pd@sbnm.org). I look forward to serving as your Chair.