



June 2020

Clutter Vs Productivity - The Eternal Battle

By Terrence Christopher

Productivity at work is not something that gets achieved by working through the clutter. Offices can be quite the messy places, and that works against people who dwell there. The knack of doing office work lies in a concentrated and productive spell that never really works if one thing is continuously near you: clutter. The universal rule that can be applied to every single office is more clutter, less work. Say goodbye to the clutter around the office or do less when you want to do more. It is that simple, so make sure you do your office clearance as soon as possible before venturing to work.

Anarchy at the Desk, Anarchy in the Mind - to do proper work, you need to be concentrated. However, miss one day of rubbish removal and you get distracted by what you do all day. Think about it. Most of the office work consists of writing or organizing documents. All that requires one to be focused. One thing that will ruin the mind's focus is precisely clutter. A full wastebasket will annoy you every time you have to throw something out. A cluttered desk will always get in the way when you want to find something. And then there is the constant kicking of Xerox paper when you are trying to circle the desk. Find peace in your mind by doing some waste clearance around the office and then some organizing on it.

Less Clutter, More Flow - one thing that provides a lot of productivity is the flow of work. When you are 'in the zone', as they say, you are doing excellent and constant work. But just one hiccup and you go back to square one. You must get refocused all over again and start over. That one step back can come from searching for items through a pile of papers, kicking the bin, rummaging through drawers or being distracted by the clutter on the desk. It can come from anywhere, so do your office rubbish removal on time, before work so that you don't get that slip when you least need it.

Make More Stretching Space - office work also includes a lot of sitting down for hours and hours. What helps this condition is the ability to move some limbs now and then. Make sure you get that option by providing yourself with enough waste removal around the desk. That way you get more space to stretch a leg when you want to find that perfect position to work in. Do try not to kick that wastebasket, of course. That means getting rid of it, and then more workflow disruptions will ensue.

Make space for your work as well as your thoughts. It has been proved that more clutter around you affect the mind negatively, and that gets in the way of actual work. If you don't have the time for it, enlist some qualified help to take care of it for you. You will have your space and your workflow back in no time.





CES' Tip of the Month:

Members,

Needing to purchase Personal Protective Equipment? Watch for a CES mass email in the next few days identifying our Procurement Partner vendors and their offerings/availability. Thanks for your patience and patronage!

CES Team

Calendar of Events

- 2 Primary Election Day 
- 6 D-Day, WWII 
- 14 Flag Day 
- 20 Summer Solstice 
- 21 Father's Day 

Printable June 2020 Calendar

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2 	3	4	5	6 
7	8	9 	10	11	12	13
14 	15	16	17	18	19	20 
21 	22	23	24	25	26	27
28	29	30				

Procurement News

1) May 2020 – Contract Renewals

17-029 - *Physical Ed., Athletic, Recreation, Health and Training Supplies, Materials, Uniforms, Equip and Related* (final year)
 Cardinals Sports Center, Riddell, The Fitness SuperStore, Samson Equipment

2) Contract Expirations:

<ul style="list-style-type: none"> • 16-012A Janitorial Services (Extended to June 30, 2020) Quality Janitorial, Clearly Clean Janitorial, QMI New Mexico
<ul style="list-style-type: none"> • 16-012B Specialty Cleaning & Related Services – Fire & Water Damage Clean-Up & Water Extraction Services (Extended to June 30, 2020) S.T.O.P. Restoration, GWC Construction, Rockefellers Cleaning & Restoration, Mooring Recovery Services
<ul style="list-style-type: none"> • 16-012C HVAC Systems Cleaning & Related Services (Extended to June 30, 2020) Steamatic of Albuquerque and Santa Fe (GEB, INC.)
<ul style="list-style-type: none"> • 16-032 Specialty Construction - Emulsified Asphalt Slurry Seal, Micro Slurry Surfacing (this is a duplicate RFP and will not be resolicited) IPR LTD. - Expired May 8, 2020 → will use their 2020 JOC <i>Paving</i> contract INTERMOUNTAIN SLURRY SEAL: (Extended to May 8, 2021; been notified & will submit proposal to new JOC Paving RFP in the Fall)



- 16-018, 16-019, 16-020, 16-021

Vehicles - Cars, Trucks, Pickup Trucks, Vans, Police Car and Public Safety Vehicles
(extended until 7/28/20)

- 19-040N-S101-ALL **Facilities Maintenance & Management (Exp. 7/7/20)**

Integrated Control Systems → new GSA docs. will be made available soon by Vendor

3) New Contract Awards

2020-30	<i>Student & Senior Nutrition Program- Food and Non-Food Items</i>	Labatt New Mexico	2020-30N-C101- ALL
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4) Status of Recent Solicitations

RFP No.	RFP Title	RFP Status
2020-31A	<i>Vehicles</i>	On going
2020-31B	<i>Medium & Heavy Trucks</i>	On going
2020-31C	<i>Truck Bodies</i>	On going
2020-31D	<i>Trailers</i>	On going
2020-34	<i>Janitorial Cleaning & Related Services</i>	On going

5) Upcoming Solicitations

RFP #	RFP Description	Proc. Mgr.	Release	Pre-prop	Due	Evaluations	Exp.
2020-37	<i>Interactive Classroom Technology</i> (Sharp, TIG, SHI, Team 1 st)	GR	5/29	6/3 am	6/19	6/23 & 24/20	7/7
2020-38	<i>Public Sector Administrative S/W</i> (Tyler Tech, schoolAbility)	GR	5/29	6/3 pm	6/19	6/23 & 24/20	7/7
2020-39	<i>Facility Evaluation and Consulting Services - Capital Outlay, Infrastructure Capital Improvement Planning and Related</i> (Greer Stafford, ARC, Alpha Design PC)	JV	6/1	6/4	6/26	6/30/20	7/7
2020-40	<i>Medicaid Billing & Collection Services</i> (Sivic Solutions)	JT	6/8	6/11	7/7	7/9/20	8/7

CES New Headquarters Construction Updates!



Leading Educators (through) Alternative Pathways (LEAP)



CES

LEAP

Leading Educators (through) Alternative Pathways

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VISIT CES.ORG FOR MORE INFORMATION

The graphic features a blue and pink background with a sun icon, a pencil, and an apple. The text is in a bold, sans-serif font.



SITE (School Improvement Technical Expertise) Training

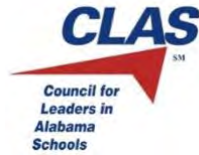


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FASL

VIRTUAL CONFERENCE

New Mexico Coalition of Educational Leaders invites you to participate in a summer Virtual Learning Event – LIVE – with renowned speakers
John Hattie, Richard Erdmann and Christine Drew
June 18-19, 2020

Sponsored by New Mexico Coalition of Educational Leaders,
Council for Leaders in Alabama Schools and Foundation for the Art and Science of Learning

Thursday, June 18, 2020
2:30 – 4:00 p.m. [MDT]

“STEM the Tide of the COVID Slide”

Featuring John Hattie LIVE from Australia, Author of Visible Learning



John Hattie

Friday, June 19, 2020
8:30-10:00 a.m. [MDT]

“Teams Improving Practice: Getting Your Teams to Collaborative IMPACT”

Featuring Richard Erdmann (of NM) and Christine Drew, co-authors of MEGAThinking



Christine Drew



Richard Erdmann

What if you could triple the speed of student learning? On Thursday, hear Professor John Hattie who will describe the strong sense of Collective Teacher Efficacy that can yield over three years of student growth over one school year. One of the most powerful influences on student learning and achievement, Collective Teacher Efficacy is the belief that, together, educators can positively impact learning. When efficacy is high, teachers show greater persistence and are more likely to try new teaching approaches – especially in virtual learning environments! Friday hear the authors of MEGAThinking on how to get to collective efficacy in small steps.

REGISTRATION \$80 — REGISTER ONLINE NOW!



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