

SEQUOYAH GOLF RESULTS

LOW GROSS

Javier Sanchez	74
John Win	76
John Guisto	79

LOW NET

Gayle Wilson	64
George Bell	67
Dave Archer	69
Mike McCraw	70
Ibsen Dow	71

7 WAYS TO GET MORE DONE DURING THE NORMAL WORK DAY

Here are a few suggestions by Dr. Roger Fritz, President of Organization Development Consultants in Naperville, Ill., to make your time more productive. One may work well for one individual; another for someone else. Experiment with each technique to find the one that works for you.

1. Do it immediately. Rush jobs do deserve priority...but all work should be weighted for relative importance.
2. Don't avoid unpleasant tasks. The problem with avoiding an unpleasant task is that you carry its emotional burden with you until it's done...and that slows you down.
3. Take care of the easier jobs first. For the slow starter, this can be a good way to "build up a head of steam"...and hopefully, the momentum will keep you going. A good list of accomplishments, early in the day, can provide an emotional uplift for more trying tasks ahead.

SUPERINTENDENT

Wanted for Burlingame Country Club, Hillsborough, CA. QAC and PCA are desirable. Attractive benefit package and Christmas Bonus. Please send resume to:

Arthur T. Frey
General Manager
Burlingame Country Club
80 New Place
Hillsborough, CA 94010

GOLF COURSE MAINTENANCE SUPERVISOR

Supervises, trains and inspects work of subordinates in maintaining golf course; ensures safe working condition; assists in the hiring of temporary employees and

participates in budgetary process.

Qualifications include comprehensive knowledge of principles and procedures used in golf course maintenance and construction, excellent interpersonal and oral communication skills. Requires completion of high school, supplemented by courses in supervision and management and 3 years experience in golf course maintenance, including some supervisory responsibilities. SALARY; \$3192-3879 / month plus excellent benefits package.

FINAL FILING DATE: City applications must be received by the Personnel Department 5:00 pm on June 27, 1990.

Call (415) 671-3308 or write Personnel Department, 1950 Parkside Drive, Concord, CA 94519 for city application.

AA/EOE.

There are other situations in which this technique is useful. At a meeting where controversial decisions must be reached, for example, better relations may result if the easier problems are resolved first.

4. Do jobs in the order of their importance. This can be an excellent approach unless all the important jobs are tiring and / or boring. It is not an excuse to put off the item of lesser priority, however, so be sure that all tasks are handled within a reasonable period of time.

5. Alternate Difficult and easy tasks. Alternating the difficult with the easy provides you with an occasional rest and with something to look forward to. The variety can increase your motivation.

6. Group similar tasks. It's just good sense to complete several tasks that require the same data, the same materials or the same personnel before going on to something else. It reduces duplication of effort and provides you with "momentum" from one task to the next. However, be sure that you don't use this approach as a means of avoiding other, less appealing tasks.

7. Change tasks about every two hours. This approach can be helpful when you are doing routine, monotonous tasks. A different type of work can relieve the boredom, lift the

spirits and give you something to anticipate.

As seen in the Mountain State Green April 1990.

CLASS F MERIT AWARD

The Class F Merit Award is presented to the Class F member who because of their attendance and contributions at meetings, their dedication for the betterment of the Association, and who have given of their time and resources help the Golf Course Superintendent. This year's recipient is Robert Muir Graves, noted Golf Course Architect from Walnut Creek.

