

Getting Organized: How To Schedule Your Day

If your workload keeps growing as fast as your workday seems to shrink, maybe your problem is a lack of organization.

A few minutes spent in planning can help you get more accomplished each day and help you run your operation more efficiently. Not everyone can be an efficiency expert, but even the most disorganized person can get more done by planning his work more efficiently. These eight suggestions can help.

1. At the end of each workday, take a

few minutes to schedule the next day's activities — phone calls, meetings, interviews, and projects. Make a list, with the most important things to be accomplished at top. As other important things come up, you may have to change your plans, but having a list can help you keep your priorities in mind.

2. Schedule work according to your own personal efficiency. Not everyone works at peak efficiency first thing in the morning, so you should schedule the important things for a time when

you are at your sharpest.

3. Decide whether you would rather tackle the tough projects first and get them out of the way, or ease into them by finishing the smaller tasks first.

4. Tough problems take concentration, and it is impossible to concentrate when you are continually interrupted. If you know you are going to have to deal with a thorny problem, set aside some time for it. Let everyone know that you don't want to be disturbed and make yourself work at it.

5. Use an action request form for



FLORIDA BLUEGRASS

T.M.

Spray Pattern Indicator Dye

Gives you efficient, precise control of your spray programs.



Du Cor Chemical
1011 Lancaster Road
Orlando, FL 32809
Call collect
(305) 859-4390

Specialized Chemicals for the Turf Grass Industry

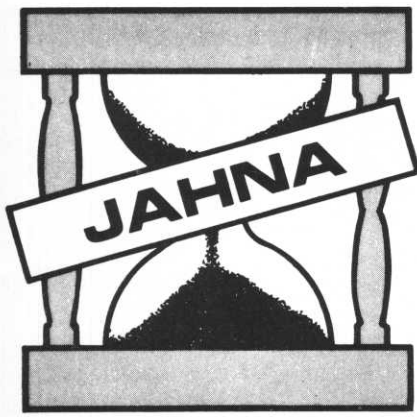


ARBOR

TRANSPLANTERS INC.

WPB 965-2198 BOCA • 499-4461

OUR BIG MOUTH SPADE OPENS WIDER TO MOVE MORE OF THE TREE!



Your Sand Man

E. R. JAHNA IND., INC.
LAKE WALES, FLA 33859-0840
(813) 676-9431

assigning tasks to your subordinates. It should include a description of the job, a deadline, and a person responsible for its completion. This system makes for more paperwork, but it does make assigning jobs easier and gives you a written record for reference.

6. Take a close look at the things that make up your day. Some of them may be merely habit and no longer necessary. Cut ruthlessly. A collection of minor tasks can take valuable time away from more important duties.

7. Group similar tasks into one time period. If you have to do similar things at different times during the day, try doing them all at once. Switching your concentration from one job to another can take more time than you think.

8. Don't agonize over decisions. There is a difference between spending a reasonable amount of time considering alternatives and delaying a decision because it is an uncomfortable one.

If you have to make a decision,

make it, the only way you can avoid making a decision is by waiting until you have only one alternative remaining. The last alternative may be the worst of the bunch.

These eight suggestions may not make you an efficiency expert, but they may help you reevaluate your work habits. Not everyone works the same way, but it is important to find a system that works for you. Set your own schedule and follow it. You will be surprised at how much you can accomplish. ■

LANTANA PEAT & SOIL

1123 State Road 7
Boynton Beach, Fla.

732-4116
1-800-433-5552

STERILIZED SOILS • TOP DRESSING
TOP SOIL • MULCH • POTTING SOIL

"Keeping Golf Courses Green"

AmerAquatic®

TOTAL LAKE CAPABILITY

algae and aquatic weed control
fountains, installation & service
lake & littoral zone design
fish stocking & breeding
wetlands establishment
floating weed barriers
water quality testing
silt/turbidity control
lakescaping™
free surveys

*Serving golf courses and green spaces
from Florida to the Carolinas.*

Your lake's best friend.™

FLORIDA TOLL FREE (800) 432-1349

Containment Basins for liquid fertilizer/pesticide storage. Statewide delivery. Order today!

We are your direct source for tanks of all sizes, spray guns, nozzles, hose and more. Send today for your free products flyer!

**CiCHEMICAL
CONTAINERS, INC.**

P.O. Box 1307 Lake Wales, FL 33859
Telephone (813) 638-2117

* Required in Dade
and Broward Counties.

