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



(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. ■



Boynton Beach, Fla.

732-4116 1-800-433-5552

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

"Keeping Golf Courses Green"



IOTAL 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. SM 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!



"I Believe the Best One-Word Description of Gator is 'Great."



Fred Tucker, Superintendent U.S. Homes Timber Pines Retirement Community Spring Hill, Florida

Fred Tucker is one of a growing group of Superintendents who knows he can rely on Gator turf-type perennial ryegrass to be dark green, cold tolerant, and have improved density as well as a low-growth habit.

While in every sense a premium ryegrass, Gator has an unusual background. It was developed by hybridizing dark green, heat tolerant premium varieties such as Derby and Regal with the denser, lower-growing European turf-type ryegrasses.

That's why Gator consistently produces leafy, medium-fine, dense, low-growing turf which performs well in full sun or medium shade and persists when cut at 3/16ths inch even during unusual cold spells.

Gator also has excellent wear tolerance and will blend beautifully with other quality ryegrasses.



TURF-GRASS SUPPLIES

107 W. PINE ST. P. O. BOX 807 LAKELAND. FLORIDA 33802 (813) 682-8153 W. A. T. S. 1-800-282-8007

Fromtee

And everythi

From the first tee to the 18th green, your reputation depends on the quality of every square foot of playing surface. That means fairways, too.

It takes a special fungicide to keep that much turf diseasefree. It takes CHIPCO[®] brand 26019 fungicide. CHIPCO[®] 26019 provides

unsurpassed control of major turf diseases, including: Helminthosporium Leaf Spot, Melting Out, Dollar Spot, Brown Patch, Fusarium Blight, and Red Thread. It even protects against Pink and Gray Snow Mold.

And if it's economy you're looking for, CHIPCO[®] brand 26019 fungicide is your best disease control buy. Just one application protects turf for up to 4 weeks.

to green.

ng in between.

Add the fact that CHIPCO[®] 26019 does not burn turfgrasses, and is available in two convenient formulations wettable powder and smoothpouring flowable—and it's easy to see why so many top superintendents are making it their first choice for full-season disease control. CHIPCO[®] 26019. It goes the distance.





PRHÔNE-POULENC

© 1988 Rhone-Poulenc Ag Company

Non-Chemical Nematode Control Products

HERE are no effective, legal nematicides available for many situations, especially permanent landscape plantings. Pre-plant treatment with a fumigant such as Vapam® is laborious, must be done long before planting (treated soil must remain bare for several weeks), and is not always as reliable as we hope. Many homeowners and professionals who work in landscape maintenance prefer to use pesticides not at all, or only in the most dire circumstances. Hence, new products that claim to control nematodes without pesticides are attractive. How worthwhile are some products being offered in Florida this spring as nematicides or as promoters of natural biological control of nematodes?

ClandoSan® has, by heavily advertising in trade magazines and a successful public relations campaign via newspaper articles, become noticed throughout the eastern U.S. It is self-described as a "natural chitin-protein nematicide" that provides "safe", effective and sustained biological control of plant-pathogenic nematodes." There is some question as to whether it is properly registered with the Florida Department of Agriculture and Consumer Services as either a pesticide ("nematicide" in its claims) or a fertilizer/ soil amendment. There appears to be no research with this product in Florida, or in comparable soils and nematode pressure. However, formulation of the product is based on legitimate research with soil amendment materials conducted at Auburn, Alabama.

Auburn University scientists studied effects on root-knot nematodes of several rates of soybean meal, shrimp processing wastes (a chitin-containing material), and urea. Each by itself gave some increased growth and/or root-knot nematode suppression in preliminary tests in potted soil in a greenhouse. An "optimum" proportion of those three components was determined by further greenhouse testing. That optimum mixture of materials was then tested as a soil amendment in small field plots infested with the "peanut" root-knot nematode, with eggplant and southern peas as the test crops. Use of the mixture of soil amendment materials provided yields about 70% greater than unamended soil and equal to those provided by treatment with a very high rate of the commercial nematicide aldicarb (the combining of soil amendments with the pesticide increased yields about 130%). ClandoSan is supposed to be made up of the same components, in different proportions for different soils.

The mechanism(s) by which the soil amendments benefited the test crops were not determined: there are certainly fertilizer materials in the treatment, there may be some slight liming effect from the chitinous component, and the soybean meal and chitinous material are felt to promote the growth of fungi and other microorganisms that are natural enemies of plant nematodes. Further testing is needed to be sure that the responses are consistently obtained, and to try to sort out the mechanism(s) of the effect.

Therefore, we have no direct experience with ClandoSan on the range of soils, nematodes, and plant materials for which it might be used in Florida. However, promising results with its components in Alabama encourage us to suggest that Floridians try it cautiously under conditions in which they can tell objectively if the treatment truly reduces nematode damage to crops and improves plant quality or yield. By no means should anyone depend heavily on the product for nematode control until more is known about it.

Bioenergy Plus® is another product being promoted here that claims to reduce nematode damage to plants. Promotional literature identifies it as a complex and secret mixture of ingredients that have included sugar cane filter press cake, bird guano, agricultural gypsum, selected seaweeds, peanut hulls, wood ash, rice hull ash, bagasse ash, toasted bone meal, queensand, dried blood meal, cement kiln flue ash, sawdust, tobacco stems, hoof and horn meal, brewery waste, calcium carbonate, basalt dust, pumice stone, powder, coffee and cocoa hull residues, chicken feathers, bamboo leaves, charcoal, goat and sheep manure, "...ferment, dried, matured, micropulverized and well mixed in proportions as required for the different soils and cultivars."

Elaborate claims by Bioenergy Plus for control of nematodes and pathogenic

fungi are not supported by any sort of data in their own literature, although plenty of testimonials are presented. It is touted in lavishly-worded "scientificsounding" language fraught with errors, misinformation, and invented words that sound technical but mean nothing. In one case for which tremendous yield responses are claimed, the product is said to have been applied at the rate of 600 cwt (30 tons) per acre. In our organic-matter poor soils, incorporation of that much organic material is likely to be very beneficial to plant growth, through many mechanisms, however, there is no reason to believe that use of locally-available organic soil amendments would not be equally helpful at much less cost.

Reputable products that truly provide the benefits for which they are sold do not need to claim "magic" effects nor to rely solely on testimonials to establish their worth. Claims of harnessing "cosmic rays." "mesons," or releasing special electrons appeal to ignorance, but have no relationship to the factors that are needed for healthy plant growth. Beware of products that rely heavily on testimonials to establish their worth; anyone who has good, objective data upon which to base their arguments will use them. That is the basis of science. Scientists are trained to be skeptical, to measure carefully the effect of each new idea, practice, or product. Their conclusions about the matter under test must be based as much as possible on careful analysis of the objective measurements of the effects of the treatments (data). Publication of those data in recognized scientific journals is evidence that other scientists who are in no way connected with the work have reviewed it carefully and judged that the research was done well and the results interpreted fairly. If any of these soil treatments can truly claim to be nematicides or to promote nematode suppression, their promoters should have data from well-designed experiments, published in appropriate established scientific journals, to substantiate those claims. Otherwise, they are selling hope and wishful thinking that may have no basis in fact.

Nematology, Entomology, Pathology News January-February 1988 ■



Keep showing your true colors.

Yellow grass on your beautiful green fairways. It's enough to make you see red. NEMACUR[®] nematicide is an affordable way to prevent it.

Which is one reason more superintendents are investing in a fairway program using NEMACUR. But the real beauty of NEMACUR is knowing you won't end up with a course of a different color. For more information, contact Mobay Corporation, Specialty Products Group, Box 4913, Kansas City, MO 64120.



Nemacur



Things to Experience in the Anahem Area

by IRENE JONES Florida Green Staff

Anaheim and the majestic Pacific Ocean.

S outh California guarantees visitors a "warm reception" — any time of year. With lots of sunshine (365 days of it every year), low humidity, and very little rain the climate has often been described as "perfect." The high average temperature in February is 66.5 degrees. The low average temp in February is 45 degrees. Not too different for us Floridians.

Casual dress is accepted as part of Southern California living, however, many restaurants do require coat and tie. For sightseeing, shopping, etc., bring slacks, casual skirts and tops. I usually always bring a bathing suit along, most hotels have indoor heated pools and/or a whirlpool, which can be relaxing after a long day.

Anaheim/Orange County is the gateway to Southern California. Nearly 35 million people visit Anaheim/Orange County annually.

Over 30 years ago, the opening of **Disneyland** started the dynamic tourism industry growth. Today Anaheim is still "Disneyland country" but it is also a whole lot more. Within minutes of the area we can: enjoy the country's oldest theme park, Knott's Berry Farm; take part in the merriment of Medieval Times; catch a glimpse of the dazzling stars at Movieland Wax Museum; experience thrilling adventure at Wild Rivers; and roam 42 miles of beautiful California beaches.

We will also be within easy reach of the exciting Universal Studios, majestic Queen Mary and incredible Spruce Goose. Just 90 minutes to the south is the San Diego Zoo, Wild Animal Park and Sea World.

With 36,000 guest rooms, 5,000 restaurants and a variety of sightseeing tours, rental cars and shuttles to many diverse shopping centers it sounds like we will have plenty of choices to make.

GCSAA DAY at Disneyland, Tuesday, February 14.

You can celebrate Valentine's Day at Disneyland! GCSAA has negotiated a substantial group discount for admission to Disneyland on February 14.

Tickets are: adults — \$18.00 in advance and on-site; children 3 through 11 —



Disneyland: fun for the whole family.

NOW IT'S POSSIBLE TO HAVE EXCELLENT ROOTS LIKE THESE ON YOUR TURFGRASSES.



The regular use of Regal Crown root growth stimulator on all types of turfgrasses has exhibited phenomenal results. Turfgrass types such as bermuda, bent, zoysia and

others develop more roots that are healthier and penetrate deeper when treated with Regal Crown. More roots that imbed themselves deeper into the soil means better nutrient and moisture take-up which yields thicker, greener tops. Regal Crown is a blend of hormones specifically designed to promote root growth in turfgrasses and ornamentals. Used regularly, Regal Crown roots



Home of RegalStar™

can minimize hot weather dry wilt stresses and winter desiccation.

Turfgrass managers, golf course superintendents sod grass growers

and nurserymen are praising the results from Regal Crown. You will too.

Regal Crown Results: 1. New roots on bermuda sod after only 6 days. 2. Dense bentgrass roots deeper than cup cut. 3. Zoysia plug, only 2 weeks old. 4. 8" bentgrass roots in 100° July weather.

REGAL CHEMICAL COMPANY

P.O. Box 900 • Alpharetta, GA 30201 • Phone: 404-475-4837 • Toll Free: 1-800-621-5208

Universal Studios: home of the famous movie "Jaws."

Knott's Berry Farm:

oldest theme park in

the U.S.A.



\$14.00 in advance and on-site. Children under 3 are admitted free.

A lot of big and little kids will be enjoying this Valentine's treat.

The Anaheim Hilton and Towers will serve as Headquarters Hotel

The hotel is situated adjacent to the Anaheim Convention Center, two blocks from Disneyland. There are numerous hotel accommodations within easy walking distance of the Convention Center. See map of area on page 64.

The Crystal Cathedral is located in near by Garden Grove. The one-of-a-kind, 3,000-seat cathedral was designed by the noted architect Phillip Johnson with 10,000 panes of dazzling glass and has been hailed as one of the most spectacular religious buildings in the world.

Medieval Times Dinner & Tournament is an original evening of entertainment. The castle can accommodate over 1,000 guests who are served an authentic twohour, four-course medieval banquet by serfs and wenches as gallant knights compete in daring tournament games, jousting matches, sword fights, and elegant displays of horsemanship.

