

What can the Kentucky Turfgrass Council Do for You?

I lifted the following article from the March, 1979 Virginia Nurseryman's Association News and they in turn lifted from the New York State Flower Industries Bulletin.

What can an Association Do for You?

New York State Flower Industries Bulletin No. 102, January, 1979.

"Theodore Roosevelt put it very well when he said, "Every man owes a part of his time and money to the business or industry in which he is engaged. No man has a moral right to withhold his support from an organization that is striving to improve conditions within his sphere."

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 the 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 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 the 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. That 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.



Diseases of Turfgrasses

A new booklet which you may wish to add to your turfgrass library is this publication containing 80 color photographs along with the narration from the Crop Science of America's slide set "Diseases of Turfgrasses." If you are like most of us who

would like to know more about turfgrass diseases, I believe you will find this publication quite valuable. It includes a concise written and visual description of all the major diseases of turfgrass. Single copies are \$5.00 and are available from: Crop Science Society of America, 677 South Segoe Road, Madison, WI 53711.