



August - September 1979

Compiled By David Brandenburg, Editor

Editors Note: On occasion we look back at a past issue of The Grass Roots for history, entertainment and education. All past issues of The Grass Roots can be accessed by WGCSA members at the Michigan State Turfgrass Information File. The file can be accessed through the member portion of the WGCSA website.

The Grass Roots looked a bit different back in 1979 but Editors Danny Quast and Jeff Bottensek did a great job in getting information out to the members. They may of been having trouble getting articles submitted though as they printed the following:

“We Can’t Print Promises. Every day all I get are bills. Everybody wants something and I have nothing to give. All I am asking for is articles and nobody wants to give.

If only our members knew my address as well as my creditors. THE EDITORS”

Woody Voight’s Presidents Message discussed how Wisconsin Golf Courses compare to the rest of the United States. Having recently hosted tournaments both Tuckaway Country Club, Ray Knap Golf Course Superintendent and North Hills Country Club, Bob Musbach received quite a bit of complimentary press from local radio and television regarding the excellent playing conditions.

An announcement was made the 1980 GCSAA Conference and Show was to be held in St. Louis February 17-22 with the Mississippi Valley GCSA hosting the event. The Theme for 1980 was “Conservation: Our Key to the Future”.

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The 1979 Meeting Schedule

- March 28 - West Bend CC, Dennis Willms Host.
- April 23 - Tripoli CC, Jim Belfield Host
- May 14 - Rhinelander CC, Paul Cooper Host
- June 31 - Beloit CC, Don Fergner Host
- July 17 - Mascoutin CC, Glen Gerth Host
- August 14 - Cherokee CC, Melvin Mork Host
- September 18 - Bulls Eye CC, Cliff Brandl Host
- October - Mee Kwon CC, Robert Gosewehr Host
- November 5 - Waupaca CC, Don Peterson Host.

The Directors in 1979 were Ron Gruenwald, Tom Harrison, Dave Murgtroyd, Wayne Otto, CGCS, Danny Quast, CGCS, while the officers were Jeff Bottensek, CGCS, Secretary Treasurer, Jim Belfield, CGCS, Vice President and Woody Voight, President.

Feature articles included “Some Ideas About Roots” by Dr W.H. Daniel, Purdue University, “Tee Marker Placement” by Palmer Maples Jr., CGCS in a article reprinted from Golf Course Management along with the column “For The Good of the Association” covering the State of Wisconsin’s Life Insurance Fund available to residents of Wisconsin for up to \$10,000 in coverage.

The Editors provided information to help members in their daily lives with a column titled “Getting Organized: How to Schedule Your Day” It is reprinted in its entirety and is still applicable today even though electronic tasks list may have replaced the paper list for some of us.

“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, interview 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.

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- (7) Group smaller 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 on 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”

The second column we will print in its entirety is titled “Successful Speaking Made Easy”, a topic as valuable then as it is now.

“Almost everyone has to make a speech at one time or another. This unfortunate fact of life has caused many a chewed fingernail, but it is not necessarily a thing to be feared. A good speech can inform or persuade, win your friends and influence and generally help people understand and sympathize with our point of view.

You may never have given a speech before, but if you do your homework and follow a few simple rules, your audience will never know the difference.

The first step is to learn as much as you can about your audience. What you say must be of interest to the people you address. The things

you tell your local garden club may be of little interest to a commercial farmer. Retail merchants interests are different from those of a mothers club.

Nothing will make you lose your listeners faster than a speech aimed at the wrong audience or one full of misconceptions about the group you are addressing. A little advanced questioning can arm you with a few key facts and issues of special

interest. If you work these into the first part of your speech, the audience will be yours until you walk off the podium.

On the other hand, you are an expert in your business, not theirs so don't overdo it. Your audience wants to hear a different point of view, not someone telling them how to run their business.

Next, you must decide how you can be helpful and interesting to

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your audience. Ask yourself why you have been invited to speak to this group of people. What can you tell them that they don't already know? What information about your subject can they put to use? If you can't contribute something useful, you might as well go home.

Make sure you have a clear purpose in addressing this group. What can you accomplish for your profession? Persuasion is one of the most important motives in public speaking.

Now that you have a goal in mind, start gathering facts. Make a list of all the facts, points, examples, quotations, and statistics you can put together. Allow yourself enough time to research, write and edit your speech. Don't get off your subject and don't try to cover too much ground in one talk. Keep a notebook or file for your excess material so you can use it another time.

Make sure all your data are correct and up to date. If you talk about legislation and regulation, check for recent changes. You must speak with certainty and authority if you are to be convincing. If you have doubts about some of your information, don't use it. Incorrect information can do more harm than good.

After you have gathered all the information you need, it's time to start writing. If you are not an experienced writer, it might be best to write the entire speech out word for word. Start by arranging all of your various points in logical order. As you shuffle them around, one will seem to naturally follow another. If the order seems logical to you, then it will seem logical when you deliver it.

Remember that every member of your audience is a individual. When you are writing your speech, pretend that you are talking to just one of those individuals.

Next, read your speech through several times. If you have a tape recorder, read the speech into it and then play it back to see what further changes you want to make.

Be picky. Cut out dull or superfluous remarks. Use only a few adjectives. Tone down exaggerations. Use short simple words and sentences. Do not use slang. If you are not sure about grammar, look it up or go to someone who does know and ask for help.

Time your speech. Make sure it is under your allotted time. If you are to speak for 30 minutes, make sure you do it in 25. No matter how good, informative, or entertaining you are, your audience will love you more for finishing earlier than they had expected.

Finally, have your speech typed so it is easy to read without losing your place.

As you look back, you will find you have invested a good amount of time and effort on this speech, but you can get a log more mileage out of it in the future by updating and modifying it for other assignments.

Don't think you won't get those assignments. Good speakers are always in demand, and, as an expert on the subject, you are the man people want to hear."

The feature titled "Wasted Minutes Cost Money" showed mem-

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bers how much money can be lost when employees are not working as much as expected.

“Those long coffee breaks can cost you money. If you have an employee earning \$16,000 for example every hour of goofing off on the job costs you \$8.58. Every minute is worth 14.4 cents. If 15 minutes a day is wasted, it costs you \$500 for the year.

Here is a table, reprinted from the Maine GCSA Newsletter, which shows just how serious this problem can be. Keep in mind these figures are only direct payroll costs. Total cost in taxes and benefits can be much larger. 

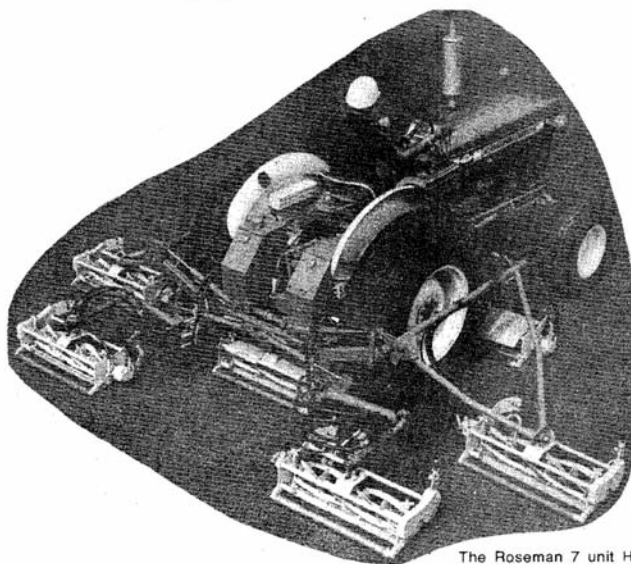
<i>If You Earn</i>	<i>Each Hour Is Worth</i>	<i>Each Minute Is Worth</i>	<i>In a Year 15 Min Daily</i>
\$8,000	\$4.29	7.2 c	\$250.00
\$10,000	\$5.36	8.9 c	\$312.50
\$12,000	\$6.42	10.7 c	\$375.00
\$14,000	\$7.51	12.5 c	\$437.50
\$16,000	\$8.58	14.4 c	\$500.00
\$20,000	\$10.72	17.8 c	\$625.00
\$25,000	\$13.41	22.4 c	\$781.25
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