

Your Office – A Reflection Of Your Abilities

When your green chairman drops by your office for an unexpected chat, what does he see? Is your desk piled to eyebrow level with papers, broken parts and unsorted clutter? Do you have to search for fifteen minutes to find the magazine article you need to show him? Does the dust on your filing cabinet excite his allergies? Like it or not, the condition and appearance of your office reflect on your abilities as a manager. Granted, no one ever claimed that a golf course could be completely managed from behind a desk, and most superintendents' offices are not exactly accessible to the general public. It's also true that many superintendents' offices, particularly at older clubs, are carved from buildings that originally housed everything from polo ponies to plows, and almost all are in the maintenance facility, which has a near-magical attraction for dust, dirt and grease. However, the degree of order in your office and, by extension, your entire facility, reflects the degree of organization you bring to your work. You can say it's all right because you know where everything is, but what if you're not there? Does everything stop while someone tracks you down? Even if you're limited on space and your office is at the bottom of the budgetary priorities list, there are some things you can do to bring order from chaos. Here are some suggestions.

A place for everything and everything in its place. This time-worn adage still has merit. Filing cabinets, baskets and blueprint organizers are excellent investments.

Develop a system. There is no best way to develop a filing system. The only important criterion is whether it works in your operation. It does, however, have to be based on some sort of logic.

Develop good organizational habits. Work at putting things away when you have finished with them. Develop a system for moving things from the top of your desk into some sort of permanent home and stick to it.

Try to work out some sort of schedule. It's right and proper that cleaning up your office should take a back seat to dealing with on-course emergencies and important maintenance procedures. That's your job. But take a moment at the end of the day or even at the end of the week to police your office area.

REPRINT GCSAA FORE FRONT

Fast, efficient maintenance and repair of well pumps.

Bergerson-Caswell is well equipped, not only for well drilling, but maintenance, too. If you have a reduced flow from an aging pump, or if you are starting to pump sand or other foreign materials, call us for an analysis of repairs. We can put new life into existing wells, quickly and economically.

Call (612) 479-3121

Bergerson-Caswell, Inc.

5115 Industrial Street • Maple Plain, MN 55359

Well pumps are quickly and easily pulled for inspection and repair by 10T Smeal Hydraulic Pulling Rigs—among the many special units in the Bergerson-Caswell fleet operating in the Upper Midwest.

