

## 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 15 minutes to find the magazine article you need to show him? Does the dust on our 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.

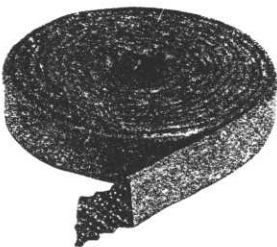
**A place for everything and everything in its place.** This time-worn adage still has merit. Filing cabinets, baskets and blue print organizers are excellent investments.

**Developing 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.

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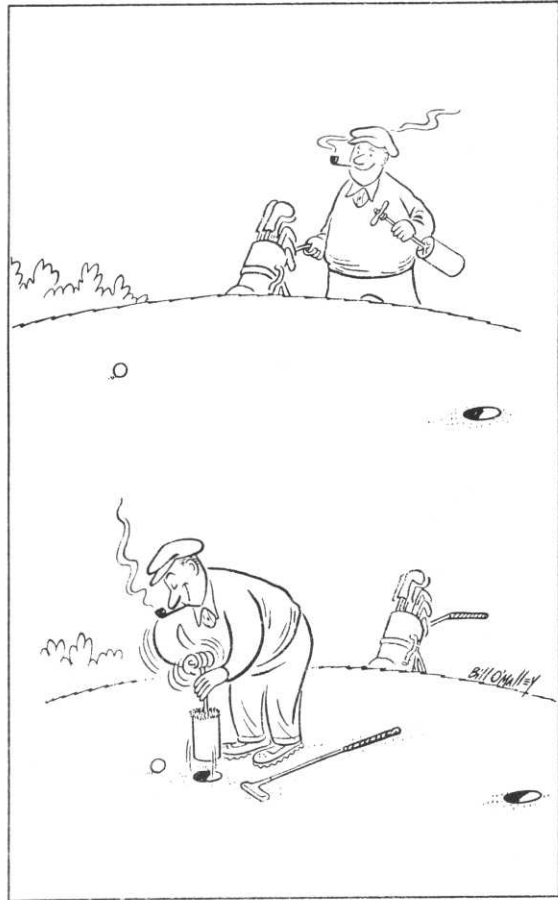
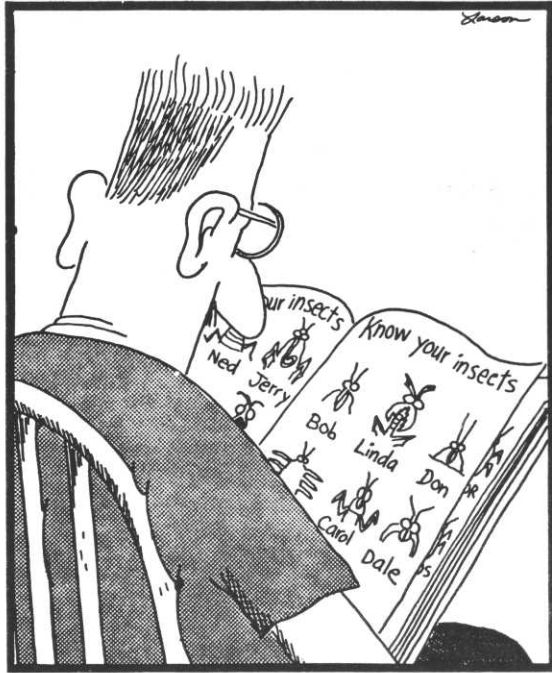
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It's not only the impression your office leaves on others, it also matters how it makes you feel. Besides setting a good example for your employees, a clean, well-organized office can make you feel that you're in control and on top of things. And that's where you're supposed to be.

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