

THE 7 HABITS OF HIGHLY EFFECTIVE PEOPLE

People who are highly satisfied with their lives are probably effective in almost everything they do. When they take on a project or assignment, whether it's work - or home - related, they invariably put a lot of time, effort, and emotion into it.

"Most people, however, have cultivated habits of ineffectiveness - blaming others, thinking selfishly, only seeking to be understood but not seeking to understand others," says Stephen R. Covey, author of *The 7 habits of Highly effective People*. "You must have certain positive habits to function effectively, habits that are the foundation of your character."

And, according to Covey, habits require the intersection of knowledge, skill, and desire. In order to make something a habit you have to have all three.

7 EFFECTIVE HABITS

There are seven habits shared by all truly effective people, Covey believes. Fortunately, these habits can be learned.

1. Be proactive. This means taking responsibility for your own life. How you act, react, and behave is a result of decisions you make. To be effective, you must not let conditioning or conditions control you. By being proactive, you will be a more effective person, because you will be taking the initiative, choosing your response to circumstances, and acting rather than being acted upon. Even mistakes can be handled proactively by acknowledging them immediately, taking responsibility for them, correcting them, and learning from them.

2. Begin with the end in mind. Whatever task you choose to do, start with a clear understanding of what you want to accomplish.

3. Put first things first. Organize your life and take action according to priorities. There are always too many things to do in too little time. Take a look at your key goals for each week, then block out time to accomplish them. Once they are achieved, you'll find

yourself with additional time for other priorities.

4. Think win/win. Approach interactions with the attitude that everyone can win. To accomplish this, you must have three traits:

integrity — the value you place on yourself; *maturity* — showing enough empathy and goodwill to work for a win with your counterparts; and *abundance mentality* — realizing that there is enough out there for everyone to win, that you can win without others losing.

5. Understand — then be understood. Learn to listen, not so much to be able to respond, but to understand how the other person views the subject at hand.

6. Synergize. The basis of synergy is that two people can disagree and both can be right. To communicate synergistically, you must open your mind and heart to new possibilities, alternatives, and options. Don't be defensive and protective of your viewpoint. You will be most effective when you value your differences with other people and realize that two heads are better than one.

7. Sharpen the saw. You are the "saw," and your effectiveness will be sharpened by renewing yourself physically, mentally, socially/emotionally, and spiritually. Renewal is the process that allows you to grow, change, and continually improve.

OUR HOST FOR NOVEMBER

Our Host Superintendent for November is **Randy Gai**. Randy attended Merritt College and Chico State College majoring in Business. He took a part time job on the crew at Claremont CC in 1973 and never left. He was trained under the expertise of **Stan Burgess** until Randy took over in the fall of 1979. He became Certified by GCSAA in 1984

Originally Claremont Country Club was known as the Oakland Golf club located around Lake Merritt in downtown Oakland and constructed in 1897. The club moved to its present site, changed names and opened 18 holes for play in 1904. The golf course was originally designed by James "Pop" Smith,

BROCHURE DISCUSSES ORIGIN, CONSTRUCTION AND MAINTENANCE OF GREENS

The most delicate playing surface in sports today — the golf course putting green — is the topic of a 24-page brochure now available from the American Society of Golf Course Architects.

The Evolution of the Modern Green is a reprint of the fascinating four-part series, written by Michael J. Hurdzan, past president of the ASGCA. Dr. Hurdzan discusses all aspects of engineering, design, construction, and maintenance in the full-color brochure that covers the following topics:

Section one: The historical development of golf greens in the U.S. and how turf managers keep them in top playing shape.

Section 2: The research and development of various methods of green construction.

Section three: How and when to rebuild greens and how to avoid the most common construction errors.

Section four: The turfgrass art and science of establishing and maintaining a delicate living playing surface.

The brochure is available for \$5 by sending a check or money order to: The American Society of Golf Course Architects, 221 N. LaSalle St., Chicago, IL 60601.

the first superintendent. The golf course was redesigned by Dr. Alister MacKenzie in the 1920's. (all records were lost in a clubhouse fire in 1927). Dr. MacKenzie's redesign totaled 5,455 yards, par 68. One of the highlights of play at Claremont CC was the Oakland Open in 1937. Sam Snead scored his first tour victory here.

In 1988 a master plan was provided by golf course Architect J. Michael Pollet. The first segment was rebuilding all bunkers and adjacent mound areas. This was completed in 1989, as well as rebuilding the seventh green. The second phase is tee renovation and/or rebuilding which is in process.