

Creative Living



Monday, September 26, 1988 O&E

(O1E)



organizing

Dorothy Lehmkuhl

Try action files

Q. Even though I read your column regularly and try to practice what you suggest, I still have trouble keeping my desk neat. It's cluttered with reference materials, files, etc.

A. Yours is a very common problem. I did a consulting job recently for a very successful man. His office was beautiful, he had an excellent filing system and a secretary willing to help, yet his desk was strewn with papers. Although his problems were relatively minor, they were greatly irritating.

We started working on a pile of message slips near his telephone, most of which needed followup. By placing a 4-by-6-inch date reminder card file by his phone, his many phone messages and other reminders were filed by followup date. Not only did his desk already begin to look better but I could sense his new feeling of control — that his messages would not be lost, yet would be remembered at appropriate times.

This man plans to install a data base software program for client information. By placing another divider labeled "Computer" into the card file box, a place was established to retain items like prospects' business cards until that system is set up.

"Hot" and "cool" action files were created and placed in convenient spots and current reading was stacked on his credenza.

My client's attractive "in and out" trays were loaded with material he "had to get to one of these days." By sorting and filing those items, these prime locations were freed up. (Never use premium space for seldom-used items.) Those two boxes were then designated for items for his secretary — the bottom for filing and the top for outgoing mail and action items. Items she can handle are left in the action box separately; others are placed in a folder permanently retained in that box to be covered during daily review session.

A third tray was created for incoming mail. Once reviewed, papers are never to be retained there but rather moved to appropriate places.

By using self-discipline to put away papers immediately and establishing a specific weekly clean up time with his secretary, most of this man's clutter problems were solved.

Editor's note: A line was left out of Dorothy Lehmkuhl's column last week. Missing was information on the fact that she is teaching her Organizing for Success series at the Birmingham Community House as well as with the Troy Adult Education program and at the Grasse Pointe Memorial. Enrollment is now under way. Also a title of one of the time management books she prefers was incorrect. It should be "How to Control Your Time and Your Life" by Alan Lakein.



JERRY ZYNSKY/staff photographer
In the handsome, antique, glass-doored bookcase is a collection of old books on veterinary (horse only) medicine and the instruments used then.

While Solomon may have spent more time arranging Art Deco and oriental artifacts than she has whitetail deer and blue wolf skins, snow shoes and bear traps, she relished the challenge and commented, "I feel comfortable, safe and secure here."

Home tour

Seven homes will be open for public viewing Sunday in the AIA/ASID annual House Tour focusing on West Bloomfield, Bloomfield Hills and Bloomfield Township. Admission is \$12 per person. Tour hours are 11 a.m. to 5 p.m. For more information, call 965-4101.



This home office/study is like a profile of the owner, a veterinarian with an equine specialty, who is interested in the outdoors and the American West. The natural wood floor, rough plaster walls and snakeskin molding help set the mood.

Meshing interests

Vet medicine — then and now — is theme

By Corinne Abatt
staff writer

The home office which Lillian Solomon of Gorman's Troy designed for a prominent area equine veterinarian, quickly became a portrait of the man himself.

The room shows how closely his vocation and his avocations mesh. It reflects his interest in the history of Western United States and related subjects such as fur trading, hunting and trapping and early veterinary medicine.

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The room is easily visible from the large, gracious foyer of the family home in Troy, so while it is highly individualistic, it blends with the rest of the home, done essentially in elegant neutrals.

SOLOMON CONTINUED the neutrals on the walls of the office, except that she had them done by Casey Nemeth to look like stained, plaster walls, suggestive of those of the American West of the 19th century. The molding at the ceiling is covered to look like gray reptile. The floor is natural wood and a bright red Bokhara rug adds a strong dose of no nonsense color.

It would be hard to imagine anything more appropriate than leather for the sofa and pull-up chairs — the sofa is in soft cream leather and the chairs in red. The Henredon burl

desk fits in early and comfortably with the antique oak bookcase and the oak library table cum workbench.

Nemeth's rough plaster walls are the perfect backdrop for the sets of snowshoes of various sizes set in the corners, outdoor prints such as the Gray Fox by Ruthvian and several by Paul Calle, the furs, traps and the Western saddle from the late 1800s.

And in the midst of all of these trappings of the rough, tough, outdoor life, is the bookcase of history books and veterinary tools. This room doesn't suggest the trapper's cabin half as much as it does the frontier vet's, often, the singly most important person in the territory.

It's a tightly focused, well integrated room that has its own larger, than life presence.

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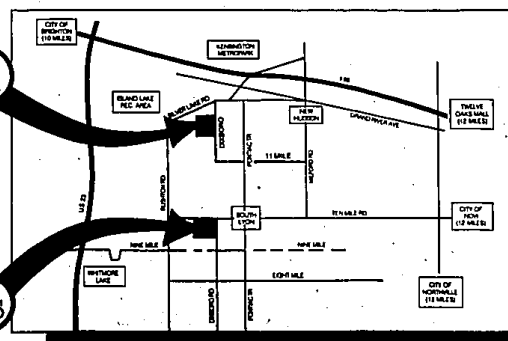
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