Creative Living



Monday, November 7, 1988 O&E

organizing Dorothy Lehmkuhl

Q. Even though I don't have a business, I sometimes feel I need a secretary with so much mail coming in the door. What shall I do with all ites papers.

A. Papers may seem less perplexing if you get back to basies and try my DRAFT system, an acronym for the five things you can do with paper.

acronym for the five things you can do with paper:

D Stands for Delegate (not 'Don't know...)
The best managers know how to delegate properly, so if you can pass a paper on to someone else for action you will have simpliffed your life by one step. Place it in a special file for others (your spouse?) to handle.

R is for Read. Reading material merits its own special place — perhaps a bookstelf at the office or near your bed or easy chair at home. Do your casual reading when you feel like it but set aside specific study/career reading times. A means Action. Set up special folders to hold items like bills to pay, letters to answer, etc.
F is for File. Each item retained for further reference must have a home of its own. Any collection of five or more papers on the same subject merits its own folder. Fewer papers must estapled together and added to similar material.

he stapled together and added to similar material.

Tequals Toss. Ask: Is there a good purpose for aving it? What will happen if i throw it out? Do I care? (or does anyone else?) Am I the only one with this information? (or could I retrieve it at the library, for instance?) If answers are negative, pitch it.

Start by sorting your stacks of appers into the five foregoing categories. You will end up with four, since one will already be in the wastebasket. Stack your reading — leaving three deliver or file your "delegations" — leaving only two remaining categories.

Now do your filing, setting up proper folders as you go. (You may need to purge existing filing space first).

Finally, divide your action items into priority order, using folders marker "Immediate Action," "fiot" or "Now" for miscellaneous lings to do right away, and labeling other folders appeared to the right away, and labeling other folders appeared to the real part of the file of the control when you categorize them and make decisions as you come to them.



condo queries

Robert M. Meisner

ciation. Finally, ask them if they have any direc-tors and officers liability insurance which may

send them a message.

Robert M. Meisner is a Birmingham attorney specializing in condominiums, real estate, corporate law and litigation.

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Kitchens key in new home purchases

EW HOME shoppers enter the marketplace with wast and varied list of criteria ranging from the number of bedrooms to the dimensions of the family room. When it comes to the kitchen, many people are more impressed by appearances than good design. Flaws are not obvious until after the purchase, when the new owners actually use the room.

vious onthe nice the partition, when the new owners actually use the room.

"It's ironic that kitchens and baths are the rooms that sell homes, yet many novice home buyers are unaware of what constitutes good dichended of the partition of the National Kitchen and Bath Association. "Popile tend to evaluation of the National Richard and Ilving room or a dext. The big difference is that the kitchen is actually a workshop, where meals are more affected in the superior and entertaining it is now. A good floor plan is critical to the success of both activities," lones said.

To help new home buyers evaluate the quality of their kitchen, Jones identified seven key areas that de-

serve special scrutiny.

• COUNTER SPACE — The basic requirement is at least 24 inches of space on either side of the sink and 12 to 18 inches on each side of the range. Avoid an isolated refrigarator with no adjacent counter space. The need for "landing space" next to the handle side of the refrigarator is especially important because we usually remove more than one item at a time. Fifteen inches is the minimum recommended amount of counter space.

• STORAGE — What's Inside a cabinet is as important as what's outside, storage aids such as slide-out pantries, roll-out drawers, cul-iery dividers, till-out sink fronts and roll-out trash bins enhance efficient.

roll-out traan ome cinemate circ.

9. PROPER LIGHTING — The
move toward multipurpose kitchens
is accompanied by more sophisticated lighting needs. In addition to general overhead lighting is a need for
task lighting over the sink and countcrs.

• ADEQUATE VENTILATION

— Especially important in 'great'

room' kitchens, adequate ventilation prevents moke, grease and odors from circulating through the house from the had the house from the had

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- Francis Jones designer

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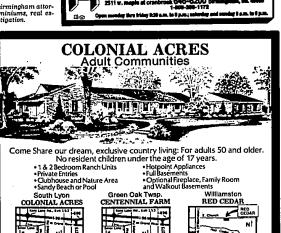






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