## Creative Living



Monday, October 30, 1989 O&E

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Giuseppe Costanzo featured quest



Doina Palade, in quest role





## Dinner-concert is Caruso tribute

Singers from abroad, a community orchestra, a local opera company, Michigan vocalists, and organizations apaning three countries have collaborated to produce a major concert honoring Enrico Caruco, acclaimed by many to be the greatest tenor ever known.

The joint efforts will culminate a performance at 4 p.m. in the auditorium of Athens High School in Troy.

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Taking part in the tribute will be Gluseppe Costanzo of Milan, Italy, winner of the 1980 Caruso Competition, Doina Palade, born in Bucharest, Romania, winner of the Juciano Pavarotti Campetillo and three Roping Julie Rose of Red-Gord, merzo-apprano Christina Lypeckyl, and baritone Quinto Milito of Dearborn. They will be accompanied by the Macomb Symphony Orchestra and planist Bernard Katz, with conductor Thomas Cook at the podium.

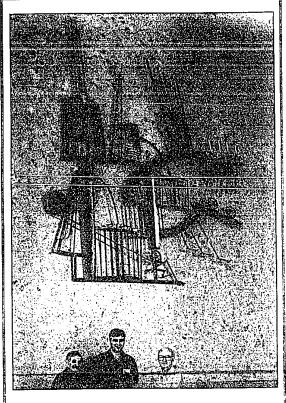
The program will feature well-loved arias, duets and ensembles from such operas as "Carmen." "LaBoheme," "Rigoletic," and "Ill Trovatore" by composers Bleet, Puccini and Verdi as well as Gound, Massenet, Rossini and Glordans. The finale of the concert will feature famous Italian, classical or ""Granada," "Return to Sorrento," "Funicula," The Macomb Symphony will offer the great overture from "The Barber of Seville," and muste from "Carmen."

A catered dinner will be offered after the concert at a nearby hall of Holy Trinity Church, Square Lake Road, west of John R.

FEATURED GUEST artist Costano studied voice at the Academy of Islam and LaScala. He has won many infernational competitions, including the Luciano Pavarotti in Philadelphia in 1984, the Maria Caliduding the Luciano Pavarotti in Philadelphia in 1984, the Maria Caliduding the Luciano Pavarotti in Philadelphia in 1984, the Maria Caliduding the Luciano Pavarotti. Joning them will be dramatic soprane Rose, who studied with Gean Greenwell and Jan Albright. She has appeared with Michigan Lyric Opera, Piccolo Opera and many orchestra, and is currently solidition of the Maria California of the Maria Californ

## Major flower-garden show set by Matthaei

The University of Michigan's Matthael Botanical Gardens will be used to the control of the contr



## Urban profile

Recently installed in the main lobby of the Manufacturers National Bank Operations Center at Six Mile and Haggerty roads in Livonia is a wall rolled, "Industrial Landscape," by noted area sculptor Morris Brose (below, left), Brose was selected for the bas-relief commission from three sculptors invited by the architectural firm Louis Redstone and Associates of Livonia to compete for the commission. The sculpture was made by hand-forging metals: bronze, copper and nickel silver, its dimensions are 12-tect-high-by-11 feet-wide-by-1-foot in depth. "Industrial Landscape" is comprised of forms associated with Detroit's urban profile, Brose said. The rhythms of the linear elements express the vitality, activity of working. Shown with Brose is Thomas Chubb, project coordinator (center) and Louis Redstone Sr. On Nov. 17-18-19, other works of Brose and his wife will be on exhibit/sale in their studio at 1437 Randolph, in the Harmonie Park area.



Q: I have stacks and stacks of work on my desk and don't have time to get thall done, Help!

A: Nothing causes more pressure than leaving your work laying out to nag you! The more you have to do the more important it is to (yep, you guessed it) get organized.

Set aside a specific time when you will have few interruptions to sort through all the papers on your desk.

If it's a really big Job use the basic time management technique: Break it into units. Perhaps you can devote 2½ hours to cleaning up your act by arriving at your office 30 minutes early each day for a week. As you sort, concentrate on these

Priority. What's the payoff? Will it produce dramatic or substantial results? Can it be delayed without penalty? Would nothing happen if you threw it away?

2. Decisions. Force yourself to make decisions as you come to them; don't simply rotate your papers from one stack into another with the excuse you'll decide "later."

3. Homelessness, Don't let your papers "sleep in the street." Establish a vertical home for eve-ry paper you keep. Create appropriate files for "hat" action items, lower priority to do's, follow-up, pending, filing, etc.

Avoid numerous interruptions by consolidating repetitive tasks into one-time actions with folders such as "Copies to make," "Dictation," etc. Establish a home in the wastebasket for as much

DO NOT leave your desk during your organiz-ing periods. Once sorting is complete, delegate or deliver elsewhere everything possible, schedule your reading and filing, and then go back through your "hot" action file.

Be especially aware of any information you lack that may be impeding your progress on a given task. Make a cursory evaluation of what is needed to do each task, estimate how long it will take and schedule everything on your calendar (the most important first, of course). Actually work on your action items only after sorting and scheduling is complete.

A man in my business seminar recently reported that, after using this technique, he had filed some incomplete forms that had been nagging him in a low-priority action file and scheduled them for later.

He now felt in control without guilt because he realized his other work was more important. On a clear desk, he was clicking off his big jobs and starting to get the little ones done, too.

You, too, can relieve pressure and be in control if you get your papers out of sight and onto a prioritized schedule.

You can order "Organizing — Vol. 1," a collection of Dorothy Lehmkuht's first 52 columns, by sending a long, self-addressed entenope with 65 cents postage and a \$5 check payable to: Organizing Techniques, 6165 Worlington, Birningham 48010.

