Success bred from more than neat desk

Q: I'm an administrative assistant to a man who is terribly disorganized. He has a great sense of humor and is easy to work with otherwise, but he loses papers, interrupts me, doean't keep his calendar up and generally drives me crasy. How can I work better with him?

A: When two opposites live or work together, it can be frustrating. That frustration can lead to irrita-tion, which can lead to tension. To avoid this, you need to work together constructively.

First, remember this man deserves respect because anyone who is promoted to management despite

a lack of organizational skills must be doubly talented. While good order facilitates success, it takes more than a neat desk to be successful. Communication is key to dealing with the problem. Ask your manager to set aside time for a meeting to work out your professional relationship, Despite this bravado, he may be feeling overwhelmed with the amount of paper coming his way and would welcome your assistance. First, as what is your combined mission? What are his standards of performance?

Find out specifically what he ex-pects you to do and not do; what he



organizing

Dorothy Lehmkuhl

would like or distike. Would he appreciate your helping him coordinate his calendar daily? Will it upset him if you reorganize his desk? Would he mind gente reminders to do better? Would he appreciate your taking more centrol? If he would resent your taking over more

First, remember this man deserves respect because anyone who is promoted to

management despite a lack of organizational skills must be doubly talented.

responsibilities, what options do you have?

On a larger scale, be sure you understand the mission of your compa-

ny. Read your company's financial reports and promotional materials so you have the "big picture" of what needs to be done. Compared to the straid to green the straid to the straid to

Since each of you has skills that fills the gaps of the other, think of the two of you as a team. Bit by bit, encourage him to turn paper over to your care and learn to head off trouble spots for him. Together you can conquer.

You can enroll in Dorothy Lehmkuhl's "Organizing Your Business Life" classes on Tuesday evenings beginning Feb. 8 at Schoolcraft College, Livonia. Call 462-4448 for information. Lehmkuhl is a Birminghambased time management consultations.

exhibitions

This column runs weekly in Creative Living. Send news items about Oakland County events to The Eccentric, 805 E. Maple, Birmingham 4809. Send items about Wayne County events to The Ob-server, 3625 Schooleraft, Livonia 48150. Attention: Creative Living editor.

● WOODS GALLERY
Friday, Feb. 1 — Mixed media collages by
Sharon J. Steward are on exhibit through
Feb. 27. Reception 10 a.m. to noon Saturday,
Hours are noon to 9 p.m. Monday Wednesday, 10 a.m. to 9 p.m. Thursday, closed Friday and 10 a.m. to 5 p.m. Saturday, lower
level of the Huntington Woods Library,
26415 Scotia, Huntington Woods.

● O.K. HARRIS GALLERY
Saturday, Feb. 2 — Paintings by Steve Silver and Manuel Hughes are on exhibit through Feb. 23. Silver's large abstracts are painted on polystyrene. Hughes, professor of fine arts at 1 Patt Institute, does realistic still lifes, 430 N. Woodward, Birmingham.

JEWISH COMMUNITY CENTER
Saturday, Feb. 2 — "Women in the Art"
features works by some 25 professional Jewish women artists from the metro area. Con-

tinues through Feb. 17. Reception 7 p.m. Sat-urday, 6600 W. Maple, West Bloomfield.

T'MARRA GALLERY Saturday, Feb. 2 — Paintings by contemporary artists Alexander Shnurov, Soviet

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emigre, and Karl Hoeffler, born in Germany and currently living in Michigan. Reception is 1-5 p.m. Saturday, 111 N. First, Ann Ar-bor.

BIRMINGHAM BLOOMFIELD ART

■ BIRMINGHAM BLOOMFIELD ART ASSOCIATION

Sunday, Feb. 3 — "Through the Eyes of Women," celebrates Black History Month. It was coordinated by Josephine Love, director of Your Heritage House of Detroit and features Jewelry, painting, sculpture and colarge by Ernma Amos, Sharon Sutton, Elizabeth Catlett and Charlotte Holloway, Sutton will conduct a workshop, "Artists are People Too," 10:30-12:30 p.m. Suttuday, Feb. 9, for the young artist, Hours are 9:30 am. to 4:30 p.m. Monday-Saturday, 1516 S. Cranbrook, Birmingham.

• SWORDS INTO PLOWSHARES
An exhibit at the Swords into Plowshares
Peace Conter & Gallery in Detroit will feature original peace designs in quilting now
through March 31. Pieces range from single
blocks to wall hangings to full-size quilts.
Entries in the show come from as far
away as Iowa and Artzona, as well as from
groups and individuals in Michigan. They
are designed by church groups, children and
professional quilters.

The Center & Gallery is at 33 E. Adams on
Grand Circus Park in downtown Detroit. It

Grand Circus Park in downtown Detroit. It is open Tuesday, Thursday and Saturday from 11 a.m. to 3 p.m. For information, call Central United Methodist Church, 965-5422, weekdays, from 9 a.m. to 4 p.m.

MESA ARTS
 Paintings by Santa Fe folk artist Lynn
Loshbaugh are on display through February.
She is known for her global fusions of colorful characters, animals and magical creatures. Hours are 10 a.m. to 5 p.m. TuesdayFriday and 11 a.m. to 5 p.m. Saturday, 32800
Franklin Houd, Franklin Villiage.

GALLERIE 454
 International collection of works by artists from England, France, Russla and Chincocontinues through February. The gallery is at 15105 Kercheval, Grosse Pointe Park.

NORTH CAMPUS COMMONS
Winter exhibit of the Ann Arbor Women
Painters runs Jan. 29 to Feb. 14. Hours are 7
a.m. to 11 p.m. Monday-Friday, 9 a.m. to 11
p.m. Saturday and 11 a.m. to 11 p.m. Sunday,
2101 Bonisted, Ann Arbor.

● WARREN CITY HALL GALLERY Paintings by Shirley Hatharay, metro area award-vointing artist, are on display Feb. 1-28, Hours are 9 a.m. to 5 p.m. Mon-day-Friday, North Corridor, 23800 Van Dyke, Warren.

 SOUTHFIELD CIVIC CENTER SOUTHFIELD CIVIC CENTER
Watercolors by Joy Huyek are on display
through Feb. 3. Her landscapes and abstracts have been widely exhibited in Michigan and are in the permanent collections of
Watsh College of Troy and General Motors
of Detroit. Open during regular business
hours, 26000 Evergreen, Southfield. MEADOW BROOK ART GALLERY

"In the Spirit of Protest," paintings and drawings by Henrietta Mantooth, continue through March 17. The artist presents a sympathetic view of the oppressed people of Central and South America. Hours are 1-5 m. Tuesday-Friday and 2-8 p.m. Saturday-Sunday, Oakland University, Rochester Hills.

● EXECUTIVE TAX SERVICE DIVISION-H & R BLOCK Paintings by Jose Romero of West Bloom-field are on permanent display, Sulte 211, Troy Ren-Center, 275 E. Big Beaver, Troy.

● DANIELLE PELEG GALLERY
"New works on Paper by Peter Max" continues through Feb. 15. Hours are 10 a.m. to
6 p.m. Monday-Saturday, noon to 5 p.m. Sunday, Crosswinds Mall, 4301 Orchard Lake,
Suite 103, West Bloomfield.

◆ CENTER GALLEHIES
Three-person exhibit of paintings by Lila
Kadaj, Valerie Parks and Hollts Sigler con-tinues through March 1. Hours are 10 a.m. to
5 p.m. Tuesday. Friday, 10 a.m. to 4 p.m. Sat-urday-Sunday, 15 E. Kitby, Suite 107, De-

● U-M MUSEUM OF ART
"Lessons from the East," printing, prints, ceramics and decorative arts, which illustrate the Asian approach to aesthetic expression, continues through March 10. It's in

the West Gallery, Hours are 10 a.m. to 4 p.m Tuesday-Friday, 10 a.m. to 5 p.m. Saturday and 1-5 p.m. Sunday, 525 S. State, Ann Arbor

SUSANNE HILBERRY GALLERY
Drawings by 13 outstanding gallery repulars and four new sculptures by Richardrischwager continue through Feb. 16.
Hours are 11 a.m. 10 6 p.m. Twesday-Saturday, 555 S. Woodward, Birmingham.

• LEMBERG GALLERY

LEMBERG GALLERY
Continually changing exhibition featuring
new work by gallery regulars, Todd Erickson, Jim Rutkowski and D. K. Semlyan and
and exhibitions by Sam Francis, Donald Sultan
and Jonathan Lasker. Hours are 11 a.m. to
5:30 p.m. Tuesday-Saturday, 538 N. Woodward, Birmingham.

● G.R. N'NAMDI GALLERY,
CREATIVE ARTS CENTER
"Woven Spirits," with works by nationally
known Hilspanic and African-American artists such as Alcalandro Arreus, Carol and
Carter, Nanette Carter, Perez Ceils, Emilio
Cruz, Beatrice Habilg, Gerald Jackson, Allie
McGhee, Bill Sanders, Eleanor Spiess-Ferris
and Yolanda Sharp is on display at both locations to Feb. 22. N'Namdi Gallery is at 161
Townsend, Birmingham and Creative Arts
Center is at 47 Williams, Pontlac.

BOOK BEAT

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Photography Bazaar, with works by 16 professional photographers, continues through Feb. 14, 26010 Greenfield, Oak Park.

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