

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, but he loses papers, interrupts me, doesn't keep his calendar on and generally drives me crazy. How can I work better with him?

A: When two opposites live or work together, it can be frustrating. That frustration can lead to irritation, 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 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 his bravado, he may be feeling overwhelmed with the amount of paper coming his way and would welcome your assistance.

First, ask what his combined mission? What are his standards of performance?

Find out specifically what he expects you to do and not do, what he



organizing
Dorothy Lehmkuhl

would like or dislike. Would he appreciate your helping him coordinate his calendar daily? Will it upset him if you reorganize his desk?

Would he mind gentle reminders to do better? Would he appreciate your taking more control? If he would resent your taking over more

responsibilities, what options do you have? On a larger scale, be sure you understand the mission of your company.

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

Don't be afraid to express your concern, too. Make sure he realizes your primary objective is to help get his work done. Explain his disorganization costs you time which could be better spent accomplishing something for him.

Find a humorous way to get your message across without put-downs. If you may laugh it off, he is probably inwardly embarrassed by his disorder and will also appreciate your loyalty by not ridiculing him behind his back.

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. 5 at Schoolcraft College, Livonia. Call 462-4448 for information. Lehmkuhl is a Birmingham-based time management consultant.

exhibitions

This column runs weekly in Creative Living. Send news items about Oakland County events to The Observer, 805 E. Maple, Birmingham 48008. Send items about Wayne County events to The Observer, 3621 Schoolcraft, 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, 25415 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 Pratt 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. Continues through Feb. 17. Reception 7 p.m. Saturday, 6600 W. Maple, West Bloomfield.

T'MARRA GALLERY

Saturday, Feb. 2 — Paintings by contemporary artists Alexander Shunrov, Soviet

emigre, and Karl Hoeffler, born in Germany and currently living in Michigan. Reception 10 a.m. to 5 p.m. Saturday, 111 N. First, Ann Arbor.

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 collage by Emma Amos, Sharon Sutton, Elizabeth Catlett and Charlotte Holloway. Sutton will conduct a workshop, "Artists are People Too." 10:30-12:30 p.m. Saturday, Feb. 9, for the young artist. Hours are 9:30 a.m. to 4:30 p.m. Monday-Saturday, 1516 S. Cranbrook, Birmingham.

WORDS INTO PLOWSHARES

An exhibit at the Words into Plowshares Peace Center & Gallery in Detroit will feature original peace designs in quilting now through March 31. Pieces range from simple blocks to wall hangings to full-size quilts. Entries in the show come from as far away as Iowa and Arizona, 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 is open Tuesday, Thursday and Saturday from 11 a.m. to 3 p.m. For information, call Central United Methodist Church, 865-5122, 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. Tuesday-Friday and 11 a.m. to 5 p.m. Saturday, 32800 Franklin Road, Franklin Village.

GALLERIE 454

International collection of works by artists from England, France, Russia and China continues 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 Bonsteel, Ann Arbor.

WARREN CITY HALL GALLERY

Painting by Shirley Hathaway, metro area award-winning artist, are on display Feb. 1-28. Hours are 9 a.m. to 5 p.m. Monday-Friday, North Court, 29500 Van Dyke, Warren.

SOUTHFIELD CIVIC CENTER

Watercolors by Joy Huxley are on display through Feb. 3. Her landscapes and abstracts have been widely exhibited in Michigan and are in the permanent collections of Wash 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 p.m. Tuesday-Friday and 2-6 p.m. Saturday-Sunday, Oakland University, Rochester Hills.

EXECUTIVE TAX SERVICE

Paintings by Jose Romero of West Bloomfield are on permanent display, Suite 211, Troy Ren-Center, 275 E. Big Beaver, Troy.

DANIELLE PELEG GALLERY

"New Work 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 GALLERIES

Three-person exhibit of paintings by Lila Kadaj, Valerie Parks and Hollis Sigler continues through March 1. Hours are 10 a.m. to 5 p.m. Tuesday-Friday, 10 a.m. to 4 p.m. Saturday-Sunday, 15 E. Kirby, Suite 107, Detroit.

U-M MUSEUM OF ART

"Lessons from the East," printing, prints, ceramics and derivative 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 regulars and four new sculptures by Richard Artshwager continue through Feb. 16. Hours are 11 a.m. to 6 p.m. Tuesday-Saturday, 555 S. Woodward, Birmingham.

LEMBERG GALLERY

Continually changing exhibition featuring new work by gallery regulars, Todd Erickson, Jim Rutkowski and D. K. Semlany and new editions 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 Hispanic and African-American artists such as Alejandro Aranda, Carol Ann Carter, Nanette Carter, Perez Celsi, Emilio Cruz, Beatrice Hagib, Gerald Jackson, Ailie McGhee, Bill Sanders, Eleanor Spies-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, Pontiac.

BOOK BEAT

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

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