

Creative Living



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(O1E)



organizing
Dorothy Lehmkuhl

Peaks, valleys of energy keyed to bio-rhythms

Q. As a salesman, I try to make my calls in the morning and do my paperwork in the afternoon. I'm always sluggish after lunch, though, and have a tough time wading through forms and mail. Any suggestions?

A. Everyone has biological rhythms which cause peaks and valleys of energy at about the same time each day. The rule for good time management is to tackle your difficult work during your high energy periods and do your easier tasks when your energy is running low.

Try reversing your pattern and do your paper work in the mornings, while you are crisp and thinking more clearly. Since you are a salesman, you are no doubt an outgoing person who enjoys people, and working with clients in the afternoon will stimulate you to be more alert.

The only exceptions to this plan would be particularly difficult sales where you must be at your very best. Schedule those for mornings.

I applaud your overall plan of blocking out time for both categories of work. People who create rhythms in their life are not only more successful but realize more satisfaction.

Eating, sleeping and exercising at the same times are important, too, even if weekend schedules differ from week days. Not only can you count on getting things done at certain times, others can count on you, too.

Weekly, monthly or even annual rhythms are also important. A pastor reports that two hours of working on a sermon early in the week is practically useless, but one hour on a Friday is highly fruitful. He therefore schedules his counselling appointments Monday through Wednesday and purposely saves developing his sermons for later in the week.

This same pastor found that people need more counselling at the end of long winters, so he devotes more time to people during that period and takes advantage of summer to catch up on his personal writing, etc.

Particularly intense work periods should also be balanced with time off. The time right after a hard day of work at the office, of caring for toddlers, or after presenting hours of material at a seminar is no time for other work requiring great concentration.

Taking a short rest period and then getting some stress-relieving physical exercise would be more productive. Conversely, the best time to tackle a tough project may be after a restful vacation.

By following the above suggestions, I'll bet your paperwork will get done more easily and your life will be less frustrating.

Dorothy Lehmkuhl is owner of Organizing Techniques in Birmingham. She does In-House Seminars, speaking and consulting on all aspects of time management and organizing.



Ara Berberian
in benefit concert

Let there be light

Reusable luminaries add spark to tradition

By Arlene Funka
special writer

HUNDREDS, perhaps thousands, of lighted candles brighten the inky blackness of a cold December night.

"Unique and appealing" is how 59-year old Tom Carmody describes the annual ritual in his Plymouth Township subdivision known as luminaria, or luminary — light.

The luminary is a popular Hispanic tradition that has won converts. Each Christmas Eve, candles are placed in paper bags, filled with sand and lined up in rows. According to tradition, the candles light the way for the newborn Christ Child.

"It's a variation of the Wise Men following the star to Bethlehem," Carmody said.

RECENTLY, Carmody, president of C.F. Sales Co., a Plymouth packaging firm, developed a reusable plastic decorative luminary called Magic Glo. Carmody believes his product is a convenient, safe alternative to the paper bag-sand-candle format.

"December weather isn't conducive to the paper bag," Carmody said. "Wind can blow the bag into the candle, causing a burst of light before extinguishing. If it rains, it makes a mess of the bag."

The luminary, as we know it now, originated in New Mexico. According to historical accounts, Spanish settlers brought to North America their custom of lighting bonfires on Christmas Eve. The practice evolved to its present form and spread widely.

Carmody's product is sold in selected stores and has been widely promoted through the Jaycees service clubs.

Magic Glo is a black-and-gold canister containing sturdy vinyl plastic sheets which can be rolled into scrolls and stuffed into a 3-mil plastic bag. Each kit contains six sheets of vinyl, six white plastic bags and six votive candles.

"When the bag is released the scroll pops open, filling the bag and enabling it to stand up correctly," Carmody said. "It has what we call a 'memory,' in that it will return from whence it came."

The kit, with a suggested retail price of \$13, also contains, as a special promotion, three red and three green fold-up ribbons which can be fashioned into bows to decorate the luminary. All the parts may be rolled or folded and stored in the canister.

CARMODY INSISTS that the Magic Glo plastic bags are safer than paper bags.

"The plastic will melt if exposed to heat, but it won't burn."

Carmody worked on Magic Glo for

almost a year before he was satisfied. His first challenge was to develop a plastic bag that was opaque enough to show the glow, while concealing the candle. He also tried several ideas before hitting on the vinyl sheet with the 'memory.'

Currently, Magic Glo kits are available in several gift and card shops. Next year they will be stocked by Sears.

In the meantime, Carmody has been busy contacting homeowners groups, subdivision associations and civic groups in Plymouth, Ann Arbor and other communities.

"When you see the whole neighborhood do it, it's beautiful," said Carmody, who lives in the Trailwood subdivision west of Sheldon between Ann Arbor Trail and Ann Arbor Road.

THE PROMOTION of the luminaries received a big boost when the Plymouth Jaycees sold numerous kits during that city's annual Fall Festival. Proceeds from the sales are used for community and charitable projects.

Carmody also has worked with Jaycees groups in Westland, Novi, Birmingham, Bloomfield Hills and the Grosse Pointes.

For groups wanting to purchase luminaries this season, Carmody has set a deadline of Dec. 10. Large groups could buy in bulk, at a reduced price, and the luminaries could be delivered to a designated person for distribution.

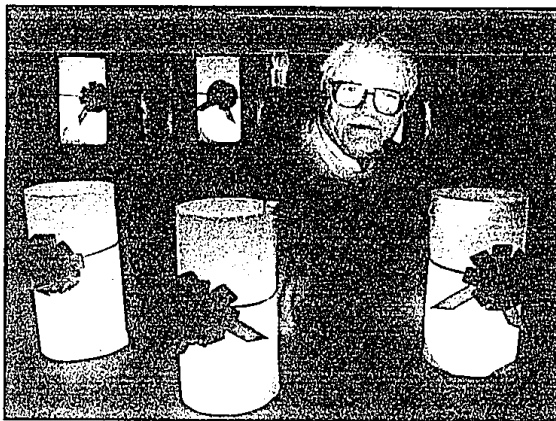
For information, call C.F. Sales Company's toll-free number at 1-800-447-3849.

Carmody sees possibilities for other holidays and special occasions (he had a Halloween luminary, featuring an orange bag emblazoned with a witch). He also would like to develop a red-bagged safety luminary, which could be stored in the trunk of the car and used to summon help in case of emergency.

Currently the kits are produced in Carmody's Plymouth plant. But if the concept really takes off he'd like to contract the business to a sheltered workshop employing mentally impaired people.

The following is a partial list of the stores where the Magic Glo luminary may be purchased.

- Bev's Harkmark, locations in Troy, Sterling Heights, Madison Heights, Fraser and Warren.
- Cornwall Pool and Patio, 874 W. Ann Arbor Road, Plymouth.
- Jill's Affair, Cards and Gifts, Belleville Square, Belleville.
- Luci's Locket, 30973 Five Mile, Livonia.
- Party Supplies and Gags, 41744 W. 10 Mile, Novi.
- Toss A Party, 28946 Orchard Lake, Farmington Hills.



Tom Carmody displays the reusable plastic decorative luminaries that come six to a kit he calls Magic Glo. All the

parts come rolled in the canister. For balance, Carmody suggests bird seed instead of the traditional sand.

Special 'Moments'

Amy Ureel (left), Tina Habel and Anne Marie Galtz will be part of the Rose Marie Floyd Ballet Company performing sequences from the "Nutcracker" at the Livonia Symphony's "Magical Moments of Christmas" at 8 p.m. Saturday, Dec. 9, in Churchill High School, Newburgh and Joy roads, Livonia. Tickets at \$9 and \$5 will be available at the door.



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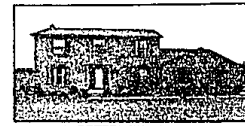
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Ara Berberian, symphony, in holiday "Pops"

Metropolitan opera basso Ara Berberian will be the featured soloist at the Southfield Symphony Orchestra's "Holiday Pops" concert at 8:30 p.m. Sunday, Dec. 17, at the Southfield Pavilion.

The concert will benefit the Ronald MacDonald House in Detroit which serves parents of hospitalized children.

Berberian, a renowned operatic and concert artist, will perform works from Mozart operas and popular holiday melodies. He is presently in his 12th season with the Metropolitan Opera.

In his career, he has performed in more than 140 operas ranging from "The Barber of Seville" to "Rigoletto."

BEFORE HIS affiliation with the Metropolitan Opera, Berberian was a leading member of the New York City Opera and also spent six full seasons as the leading resident bass

of the San Francisco orchestra worldwide.

The Southfield Symphony is proud to have him as their featured soloist in this gala cabaret concert.

The orchestra, under the baton of Douglas Blanchi, will also perform works which range from a Hanukkah Sulte by Adler to the classical "Capriccio Espagnol" by Rimsky-Korsakov.

The concert will conclude with a sing-along of popular Christmas carols led by Berberian.

Tickets are \$10 for adults and \$4 for children under 12 and may be purchased at the Mary Thompson Cultural Center, 25630 Evergreen Road or call 354-4717.

The concert is made possible by a grant from the Michigan Council for the Arts, Macabees Life Insurance Co. and the Southfield Cultural Arts Division of the Parks and Recreation Department.