

Follow this route as you travel road to organization

Q: I am lacking organization skills in my life. I know that if I were better organized I would have more time and less stress. I need some suggestions.

A: We all travel the imaginary road to organization.

Everything you do involves organization and time management. When you get up tomorrow you will have to decide what you will wear, where you will go and when you will leave.

Everyone is at a different location on this organization road. You will always find someone more organized and you will always find someone less organized than yourself.

There is no beginning or end to this road; it is a continual journey. As you travel this road it is important to educate yourself in the area of organization.

This will equip you to deal with your endless "To Do" list. Establish routines for all household tasks such as laundry, yard work, housecleaning and grocery shopping.

Make a list of things you need to do. Compile a daily, weekly and monthly list. Using a written list will help you stay focused, and motivate you to continue as you check complet-

'You will always find someone more organized and you will always find someone less organized than yourself.'

ed items off the list.

Discipline yourself to stay focused and complete each task.

Delegate tasks to other family members. Don't try to do everything yourself. Teach your family to pick up their own messes and to help you with additional chores.

Control the amount of time you spend on the Internet, on the telephone or in front of the television. Time spent in these areas will consume your time at a rapid pace.

Use a timer to control your time and stay on task.

Use a calendar to write down appointments, social activities and meetings. Do a daily calendar check to make sure you don't forget these important engagements.

Schedule a daily paper time to sort and file. This includes bills, children's papers, notes, newsletters and magazines.

Do things ahead of time: Lay out clothes and start lunches the night before. Buy gifts ahead of time. Make sure you have all the supplies you need before you begin a project.

Don't overbook yourself with volunteer work.

Keep a list of things you need to maintain on a routine

basis. Your car needs things like oil changes, and belt and filter replacements. Your teeth need cleaning and your body needs a yearly checkup. Your pets need shots and visits to the veterinarian. Your furnace needs new filters.

Find a place for every item in your house and make sure that when an item isn't being used, it is returned to its home.

Open every drawer, cabinet and closet. Remove and donate items you never use.

Schedule regular time each week to devote to organization.

Above all, wear a smile and strive for a happy home.

If you haven't traveled very far on the organization road, you will need to change some habits and budget your time very carefully. Apply the tips above and your journey will be less stressful and more organized.

Today's refrigerator bulletin: "Organization skills are a life-time education!"

Diana Koenig is a writer, educator, speaker, consultant, and president of Domestic Planner Direct Sales Company. Send your questions and success stories to: Diana Koenig, P.O. Box 102, Manchester, MO 63011, e-mail diana@koenig2@hotmail.com. Visit www.domesticplanner.com.



Domestic Planner
Diana Koenig

Student work shown at design center

Students at Kendall College of Art and Design in Grand Rapids received international exposure earlier this year when they were invited to show their work at the annual Milan International Furniture Fair in April.

The same exhibit is now on display throughout Michigan Design Center in Troy until Nov. 1.

MDC is at 1700 Stutz Drive, which is north off Maple, between Crooks and Coolidge.

The public may view the display at no charge during normal business hours, 9 a.m. to 5 p.m. Monday-Friday.

Kendall was one of 30 schools from around the globe, and just two from the United States, to exhibit work at the show.

Kendall received an invitation after Vladimir Kagan, a world-renowned furniture designer, spoke to Kendall students at last year's commencement address.

Kagan was so impressed by the caliber of work he saw being produced by Kendall students that he contacted the director of the Milan show and recommended Kendall be invited.

The normal application process for colleges to exhibit takes three years.

A furniture competition among Kendall's students yielded 23 proposed designs to display.

A panel of local design professionals from outside the school selected the winning designs.

A total eight items were chosen - six seating pieces, a lamp and a wine rack.

Choosing the furniture was only the first component.

Students from a collaborative design class from nearly all the major areas of study at Kendall, worked together to create the exhibit, design the graphics and develop the public relations tools to promote this project.

The generous offer from Vladimir Kagan provided a real-world motivation that brought to life the concept that design and business must collaborate in order to achieve the best from both, said Oliver H. Evans, Kendall's president.

MDC showrooms sell to the trade only.

Consumers interested in products from the showrooms may contact Designer On Call 10 a.m. to 4 p.m. Monday-Friday by phoning toll-free (888) DIAL MDC, or visiting MDC's Web site at www.michigandesign.com.

PLUMBING TIPS HIGH PERFORMANCE TOILET DELIVERS A MIGHTY FLUSH!



JEFFREY MOSS

Here is a low-consumption toilet that doesn't sacrifice performance! TOTO, the world's largest manufacturer of toilets, offers a full line of great flushing toilets. These high performance toilets feature:

- Industries largest trapway
- 3" flush valve vs. standard 2"
- Siphon jet in the bottom of the bowl to remove waste fast.

Advance Plumbing Supply Company at 248-669-7474 or visit us at www.advanceplumbing.com.



Jeffrey Moss is vice-president of Advance Plumbing Supply Co. in Walled Lake and Detroit. Call (800) 560-7474 toll-free. Have a plumbing question? Write to Jeffrey at Advance Plumbing Supply Co., 1977 Maple Rd., Walled Lake, MI 48390.

There are many models to choose from. Building or remodeling insist on the best. TOTO toilets. Rated Consumers Digest best buy! For more information and a free guide on selecting the right toilet, call

TOTO® 1.6 GPF®
Ultimas Toilet with SoftClose Seat. www.advanceplumbing.com

SAFE SALE safes unlimited



4 DAYS ONLY!
SEPT. 27 - OCT. 1
9am - 6pm
Closed Sunday
BIG DISCOUNTS ON ALL SAFES
Complete Delivery & Installation

248-738-1500 3375 OrchardLake Rd., Keego Harbor

Free Furnace for one full year

Special Financing 12 MONTHS
1129081
NO INTEREST NO PAYMENTS
Blue Dot Heating & Cooling Systems

Service Special **FREE!** SERVICE CALL Heating, Cooling or Plumbing A \$30 Value!

Premium Furnace Tune-Up **\$79.00** (reg. \$125.00)

Trade-In Reward **\$600 OFF** Trade In Your Old Equipment For Cash Off A New System 1300 OFF A/C or Heat Pump Trade-In 1300 OFF Furnace Trade-In

Fall Savings SALE!

Now is the time to prepare your home for Holiday Entertaining with **SPECIAL SAVINGS!**

Buy Now And Enjoy One Year Interest Free Financing

-or-

Pay Cash And Receive An Extra **8%* DISCOUNT**

-or-

We will pay your **6% SALES TAX!**

Sale Ends October 5th

- Pennsylvania House
- Thomasville
- Harden
- Bob Timberlake
- Nichola & Stone
- Bradington-Young
- Charleston Forge
- King Hickory
- Lexington
- Hekman
- Conover
- Silgh
- Dinalre
- Hitchcock
- Canal Dover
- Restonic
- Jasper Cabinet
- Superior
- I.M. David
- Butler

Monday, Thursday, Friday 9:30-9:00; Tuesday, Wednesday, Saturday 9:30-5:30; Open Sunday 1-5

CLASSIC INTERIORS FURNITURE

20292 Middlebelt, Livonia • South of 8 Mile • (248) 474-6900
DESIGN SERVICE AVAILABLE

Visit the Eccentric online at www.observandecentric.com