

Management hints for the holiday season

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As we approach the Christmas holiday season, many homemakers begin to seriously search for ways to cut down on the time spent in meal preparation.

Usually, this is a time when everyone is at home; and sometimes out-of-town guests are arriving in large numbers. Thus, more time is spent in the kitchen and away from the holiday activities and fun.

If you really want to spend more time enjoying the holidays, now is the time for you to stop and plan some tasty, quick and inexpensive menu items that you can use in various ways throughout the holidays and after. Think

about what you have to spend. Check your cupboard to see what staples you now have on hand. Make a list of things that can be used again and again in different dishes. Then buy as you can afford each time you visit the grocery store before your guests arrive.

Consult your cookbooks and recipes and prepare some desserts and casseroles that freeze well. Remember that you can chop onions, cheese, celery and bell peppers the day before and store in airtight containers to save time in the kitchen.

Now is the time to clean your oven, set your kitchen in order and get your kitchen thoroughly organized for entertaining. This is very important aspect of being able to get jobs done faster. Play holiday music to make your work more enjoyable.

Be sure that things you need are stored where they will be most accessible. Example, you might find it very helpful to store your cooking spatula, cooking spoons, forks and measuring spoons in a

colorful jar next to the stove so you can reach for whatever you need within a second. Store measuring cups nearby.

- Add color to your kitchen with useful inexpensive items that you use each time you prepare a meal.

- If your guests can see the cooking tools they need, they are almost always tempted to join you at the stove and begin helping out if you want their help.

- The cluttered kitchen is what traps most homemakers and causes them a world of frustration.

- Sort out your cooking equipment. Take a look at the things you have stored in your kitchen that you have not used this year.

- Honestly ask yourself: Can I really do without this item? Is this something that I can wrap, box/label, and store in the storage closet or shed and make more space in my kitchen?

We all have equipment hibernating in our cabinets until the arrival of the spring or summer season when these items begin to

pay their way. There is the soft drink cooler, the picnic basket, picnic plates and patio candles and outdoor table cloths. Until they are ready to go on active duty, wrap these "sleepers" and get them out of the way for the holidays.

Don't defeat your purpose by hiding them from yourself. Put bold labels on everything you store.

- You can buy inexpensive cabinet shelves and accessories.

- Look for plastic pull out accessories.

- You would be surprised what you can find at department stores and at building supply stores.

Making your kitchen and bathrooms the priority places for beautification and holiday scenes, you can really get in the mood for a great Christmas.

Don't forget to locate the table cloths, all the Christmas decorations and to put a last minute shine on your stainless steel, or real silver. These things save you a lot of valuable time.



Falls

Teamwork priority for mayor's staff

From Page B1

time off from jobs or came by after work to help us out," said Ms. Stafford, a city native who studied business administration at Winston-Salem State University. "We liked Mayor Wood and we believed in her. We felt it was a good cause to work for."

Ms. Stafford and Mrs. Burcaw got their baptisms by fire in one of the most expensive and combative mayoral races the city has ever witnessed. But both describe the entire campaign as a learning experience and feel that they learned enough as they went along to pull out a victory. There was much suspense generated from the primary, the run-off and the general election, and, while the pair now looks back and laughs, they admit that at the time, the nerves were very much on edge.

"When we lost the primary by 87 votes, I thought, 'I'm dead in the water,'" said Mrs. Burcaw. "Then we had to hop right back in and get ready for the run-off and we won that. Then it was time to get right to work on the general election. So there wasn't really time to rest or anything. We just kept moving on to the next level. Particularly during the primary, it was like being an expectant father. We had people on the phone running back and forth with precinct reports. I felt like we were giving birth. There was nothing we could do except pace and wait."

Ms. Stafford said that people simply got things done.

"We didn't stop to think about whose job it was or anything, we just all pitched in and did it," she said. "I remember I kept thinking that I didn't know if I could do it again. Then we kept going. The more we got in, the more scared I got. But we had determination."

Mrs. Burcaw said that she was given the opportunity to grow as an individual during the campaign. She said that she is an introvert by nature, but working with the mayor's campaign helped her to become more assertive and outgoing.

"I learned that politics is about people. It's really just about people," said Mrs. Burcaw, who previously was employed as assistant director of operations for Performance Dynamics Inc. "This campaign was very much about people and using all of your human resources. I didn't perceive myself to be a people person. It was hard for me to be outgoing. I hate to ask for help and I had to do a lot of that in this campaign. I'd rather do it myself than call for help. It was very hard for me. I had to learn to do but I've learned a lot because of it."

Ms. Stafford said that she gained a better understanding of the benefits of patience.

"I didn't know that much about

running a campaign. I was green," she said. "It bothered me that I didn't know. The things you usually learn over a period of time, I wanted to learn in the next couple of hours."

In their new staff positions, Mrs. Burcaw's duties will include researching issues, handling special projects and assisting constituents. Ms. Stafford will be responsible for constituent assistance, scheduling and managing the office.

Mrs. Wood said she selected the two for the position because of the teamwork they displayed during her campaign.

"I have chosen Ruth and Beth because they demonstrated exceptional organizational and administrative ability and were very successful in working with a variety of people during the campaign," the mayor said. "They exhibited great teamwork and I believe they possess the personal skills needed to make sure that every citizen has access to City Hall."

Ms. Stafford said that she is excited about the appointment and confident that the staff will be successful because she and Mrs. Burcaw complement one another.

"What I'm weak in, she's strong in and vice versa, so we do well," she said.

Mrs. Burcaw said that she and Ms. Stafford will face a new challenge in their positions.

"We're a good team. We're like a little family," said Mrs. Burcaw. "We have developed a really good rapport in the office. We work well together and we respect each other. There are no hidden agendas. This is another challenge. It's just a different kind of challenge. I'll be the right hand and Beth will be the left hand. The main thing, and the thing that Martha keeps pounding in our heads, is that we are public servants and the public comes first. Now we are all held accountable. But we're ready for it and we're up for it."

Students, teachers needed for workshops

Starting in February 1990, workshops in poetry, fiction and non-fiction writing will be open to beginning and experienced writers by the Asheville Writers' Workshop.

Workshops will be held Saturdays and evenings during the week. Persons interested in more information regarding cost and locale of

classes, contact the director, Karen Tager, (704) 254-8111.

Professional writers who are qualified to instruct workshops are

urged to contact The Writers' Workshop. Resumes may be mailed to Workshop, P.O. Box 696, Asheville, 28802.

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HOLIDAY DEADLINES

In order that our staff members may spend time with their families during the holidays, the Chronicle's community and church news deadlines for the issues of Dec. 28, 1989, and Jan. 4, 1990, will be moved up to 4 p.m. on Friday, Dec. 22, for the issue of Dec. 28, and 4 p.m. on Friday, Dec. 29, for the issue of Jan. 4.

Our office will be closed on Christmas Day, Monday, Dec. 25, and on New Year's Day, Monday, Jan. 1.

We appreciate your cooperation, and wish everyone in the community a happy and safe holiday season!

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