

Organize housework like a business to keep it running smoothly

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Home Economics Extension Agent

One way to get your home organized and running smoothly is to pattern your home management after the office management procedures that you see being used in well-run business firms that you visit. Well-run offices are never cluttered and disorganized.

Office staff members usually know when they report to work what needs to be done during that day. Most workers know that the priorities are for that particular day.

Most office managers begin working on the priorities first. Good business managers decide what should be done today and what can be put off until later. They know how to cut down on time waste.

Many homemakers seem to get confused when they are faced with numerous things to do. Some homemakers do not know where to turn and find themselves completely bogged down in work.

Homemakers usually find it helpful to list the things that need to be done in an A, B and C priority category. This does not mean that everything will get done, but at least the most important things will be finished first.

The businessman often has to seek help in getting his work done. He often needs to motivate people on the job.

Homemakers need to learn to motivate other family members to help out in the home. Sometimes pleasant words are more motivating than harsh words.

Sometimes seeking help from other family members can cause more frustration than it is worth. In that case, it might be better to spend more time on self-organization and self-education instead of arguing and fussing.

Modern homemakers need to take advantage of self-education and training courses. There is a wealth of education for homemakers in magazines, in newspapers, on the radio and on television.

Businessmen are constantly seeking new information, new methods of doing their work and new methods of dealing with people.

Homemakers should keep a

St. Paul

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Divinity School.

The Rev. Paul Perkins, pastor of St. Matthews United Methodist Church of Greensboro, and his choir and congregation will conduct the Sunday evening worship service at 6 p.m.

The guest minister for the week is the Rev. Jerry Quick of Goler Metropolitan AME Zion Church.

The revival's theme is "God Reaches and God Cares." Devotional services will begin nightly at 7:30 followed by regular services at 8 p.m.

Special guests during the revival will include Galilee Baptist Church, Laughlin Memorial Church of Greensboro, Goler Memorial AME Zion Church, Spencer Memorial Christian Church, Dellabrook Presbyterian Church, St. Paul UM Church of Kernersville, Saints Home and St. Andrews UM Church.

The inspirational and senior choirs of St. Paul will provide music on Tuesday and Thursday nights.

The Rev. Belvin J. Jessup is pastor of St. Paul UM Church; Ruth C. Glenn is chairman of the Task Force on Evangelism, which is sponsoring the revival.

home file on helpful information concerning home management. Have special folders for subjects such as:

- time management,
- business management,

- house cleaning
- clothing care (this could be divided into stain removal and laundry),
- shopping for groceries,
- and shopping for clothes.

These categories are just a start.

Clip and save articles of this kind and put them in the special folders for future reference. When you need help with some

specific problem, look up the information in your home file or call the Agricultural Extension Service for help.

Attend free extension classes and workshops. Participate in

educational tours for homemakers. Take advantage of low-cost training classes offered by local agencies. Attend lectures and constantly seek to improve your home management skills.

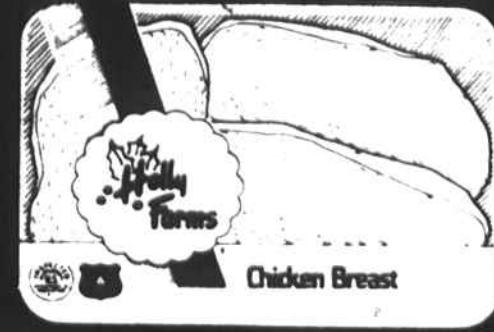


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