

Make Every Minute Count

TUNKHANNOCK (Wyoming Co.) - Do you ever feel there aren't enough hours in the day? This is a common problem for many people. The demands of balancing work and family make time management imperative. Luckily there are some techniques to help families use their time more effectively.

Our life centers around time. Each of us has the same amount. It is a resource that cannot be saved. We invest it, we waste it, we use it wisely. What is wise time use for you might be a waste of time to another person. You determine how effective you will be.

Why Is Time Management Important?

Time management is important in order to obtain balance in your life, by obtaining balance, you gain some control over what happens to you.

Another benefit of time management is increased relaxation. When important items have been accomplished, there is more time to do what you want to do without feeling guilty.

The importance of time management can be summed up in these few words, "Failing to plan is planning to fail." By achieving what you set out to do there is a sense of accomplishment. You also reduce stress by attaining what is important and not wasting time on things that are not.

Time Management Techniques

There are many ways to manage time effectively. Each technique is a tool to assist you in controlling time.

"To Do" list- A "to do" list in its simplest form includes tasks that need to be done. A more sophisticated list might number the items and then prioritize each point according to its importance. After the list is prioritized, follow through and do the most important tasks first.

Learn To Say No!- Learning to say no is harder than it sounds. Here are some questions to help in deciding when to say no:

- *How much time will the task take?
- *Where does the request fit

into the priority list?
 *What are the consequences of saying no?
 *Who else can do the task?
 If the answers to these questions warrant saying a "no", don't feel guilty.

Use Prime Time- There are certain times in the day when your energy level is higher than others. During these periods a person can accomplish more. Schedule the most demanding tasks during these high energy periods.

Learn To Delegate- Often you may feel a task can only be done well if it is done by yourself. In reality, many duties could just as well be done by someone else. Perhaps at first it might take time to teach the other person to complete the job. In the long run you will save time.

A family meeting helps in communicating what needs to be done at home. A similar conference at work could produce similar results. The key to the success of either of these meetings is open communication.

Learn To Plan- A well thought out plan assists in accomplishing tasks. Evaluate

what needs to be accomplished and group like activities together. For small tasks, use bits of time. Large jobs can be broken down into smaller ones that might also fit into these bits of time.

Find A Better Way- There is usually a better way to do most tasks. Evaluate each responsibility to see what parts could be eliminated. Arrange the work space so the job can be accomplished efficiently. Use the best tools for the duty.

Time Conflicts

As you balance the multitude of roles associated with work and family, there are bound to be some conflicts. There is no magic formula that will work all the time. Commitments change from time to time. At one time work responsibilities take priority and at other times home obligations are more important. Evaluate each time conflict in relation to the uniqueness of the event. Attend if it is not likely to happen again.

It is important to have balance in life. There must be time for work, family and self. With careful planning there will be moments for each.

MAKING FAMILY LIFE MORE FUN

Salvaging Damaged Photographs

(NAPS)—One never knows how valuable family portraits are until they're gone. And it's particularly upsetting when they become damaged by a simple spill or a major flood and appear unsalvageable. Although it is likely that water-damaged photos and negatives will sustain some permanent damage, they may not be beyond repair and shouldn't be considered a lost cause.

Anne Pryor of Photography by JCPenney explains, "Portraits preserve memories through the generations like few things can, and they have a high sentimental value for many people. It is important for people to know that it may be possible to restore damaged photos and it is often something that can be done at home at a minimal cost." This good news was especially comforting to flood victims from the Minnesota and North Dakota Red River Valley, where Photography by JCPenney and its parent company, Lifetouch, have been actively helping families restore or replace damaged photos.

Act Immediately

It is important to attend to the damaged photos and negatives as soon as possible. Wet images should be handled by the edges or corners as the emulsion surfaces will be fragile and may smear. Photos should be removed from wet albums as mold will quickly grow there. If photos have dried clumped together, they should be soaked in clean water to soften and separate them.

Keep Photos Wet

Although water is what originally damaged the photos and negatives, keeping them wet actually aids tremendously in their restoration by preventing the growth of mold, which causes the images to stick together. To begin cleaning, place photos and negatives in water—gently moving the water with your hand to cleanse the dirt off the film surface. To reduce water



Hang photos out to dry in an out-of-the-way place to avoid dust accumulation.

spot damage, Pryor suggests using Photo-flo™, a product found in most camera shops. Rinse photos and negatives in Photo-flo for a few minutes before hanging them to dry.

Hang Photos to Dry

It is best to hang photos and negatives on a line using clothes pins for drying. Hanging them in an out-of-the-way place with little air movement will prevent dust from collecting on the drying surface. If photos cannot be hung, the next best option is to lay them out on a tiled surface. In any case, it is important to avoid drying them in direct sunlight as this will cause further damage to the images.

No Time? Freeze the Photos

If photos must be stored for a period of time before they're cared for, Pryor recommends storing them in the freezer. Rinse the photos and negatives in clean water if they are dirty and seal them in a plastic storage or freezer bag, placing wax paper between each photo or negative to prevent the film surfaces from touching. Later, the bag can be defrosted and restoration process begun. If you have an entire photo album that's been damaged and don't have time to remove the photos, freeze the entire album immediately.

A professional conservator may be required if photographs are severely damaged, extremely valuable or antique.

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