JOB GAPS HOW TO MAKE UNEMPLOYMENT PAY OFF

The odds are that all of us will be without a job or between jobs at some point in our careers. Whether you're there by choice or by chance, the time you spend unemployed can be profitable if you face the challenge with creative survival skills. These skills help you maintain a sense of purpose and direction, but just as important, they provide for a balance between work and play.

The first skill you need when unemployed is the ability to evaluate your situation realistically. Think about your last job and what you liked-didn't like about it. Was it really the best job for you? What made it enjoyable-unsatisfactory?.

Think about what you got out of the job and how it helped you. Make a list of what you gained in terms of experience that makes you more qualified for your next job, and the contacts you've made that might be useful to you. Then look at things you really didn't like about it. This should give you some clues about what you do and don't want to do in your next position.

Once you've considered what you have to offer, what you're seeking and who can help you, you're ready to begin your job search. At this point, it's important to get yourself up for it without going into overdrive. You've got to separate out what you can actually do to find a new job from unrealistic expectations of how much you can immediately accomplish.

Not having a job when you want one is a full-time job in itself - and you're both employer and employee. You've got to set your goals as well as carry them out. You need to be generous to your employee, but you also need to get things done.

Getting things done requires the second - and perhaps the most crucial - creative survival skill: time management. No matter how impressive your goals, if you can't get going you won't accomplish anything. What you need is a daily routine that, like a job, structures your day. As your new boss, you've got to delineate the tasks which will help you reach your goals; as your employee, you've got to balance those tasks with personal time and pleasure.

How To Get Up And Go

The toughest time of the week for anyone unemployed is Monday morning. If you think it may be hard for you, ask a friend to call and make sure you're out of bed. As tempting as it is to lie there, the pleasure wears off fast when you realize you've frittered away the better part of the day.

How late is too late? One measure is to structure your new routine along the same lines you followed at your past job. Most people won't have a productive day at the office if they wake up at 11:00 a.m. - working at home is not different. A friend who worked for a Manhattan literary agency before her job ended unexpectedly devised a get-up-and-go strategy.

Losing her job was awful, she recalls. "But I knew I couldn't spend time thinking I was a failure. To rebuild my confidence, I decided to start exercising. I always wanted to run but never had the time. I started getting up early to jog, and before long I was in better shape than ever. It also got my day off to a good start."

Exercise is especially good for people in stressful situations, as job hunting can be. Physical activity relieves tension, stimulates the respiratory and cardiovascular systems, increases energy levels and promotes a sense of well-being. It's also a measurable achievement: Improving at your sport makes you feel you've accomplished something.

Breakfast also offers a chunk of creative time. Reading the want ads and writing letters to prospective employers while soaking up some sun is profitable also. You will find that you can think better when you're out of the house.

Seeing other faces reduces the isolation you might feel at home, away from office structure, without that built-in sense of purpose and belonging. Small but significant details like these can be big morale boosters. It's what is meant by treating your employee well.

Making Your Mornings Count

Your job search is the top task at hand, and the best time to begin is right after breakfast. The search will vary day-to-day, but its key elements include composing a resume', sending letters to job prospects, calling contacts and job leads and setting up interviews. Set daily and weekly goals for yourself; make sure you follow through.

I don't care if someone puts in ten hours a week or 30, what's important is the pattern putting in the same amount of time daily and consistently.

Setting short term goals to work toward in the interim is crucial for morale. Obviously, everyone's goal is to find a job and feel they're accomplishing something.

Getting a job may seem like a monumental task, but when you break it down into daily and weekly steps - two interviews, three letters, five phone calls - the tasks and the time they take seem more manageable. Good organization and a realistic sense of what needs to be done will get you there.

Employee Time Off

Find ways to have fun. Be with people, ask friends to go out. Don't feel like you're hanging in suspended animation because you don't have a job. Feel in control. And if someone asks what you do, tell them you're in transition.

When you do feel in control and that your transition time is positive, you'll reap extra energy that can be directed to your social life as well. You're working hard too, and you deserve to have fun! Consider joining a small-theater group and finding out what goes on behind the footlights.

Or if you've wanted to learn something new, look into inexpensive classes or an information network where you can teach something in return. Check your local newspaper for freebies — films at libraries, concerts in parks, street fairs and festivals.

And whatever you do, don't spend your "off" hours worrying about money. One very real part of being between jobs is economic survival — plan for it. When you lose or leave a job, make a budget for yourself. Add what you will receive in severance pay or unemployment compensation to the money you already have in the bank or other liquid, easy - to - tap assets.

Then total your fixed expenses: rent, personal items. Figure out how far the money you have now will stretch, and once you know that, stop worrying about it unless you're near the end of your ready resources.

THE BALTIMORE AFRO-AMERICAN (Registered U.S. Patent Office)
Second class postage paid at Baltimore, Md.
Circulation audited by Audit Bureau of Circulation (ABC).
Published every Tuesday and Saturday by the AFRO-AMERICAN Company, 628 N. Eutaw St., Baltimore, Md. 21201. Phone (301) 728-8200.
John H. Murphy 3rd, President; Moe E. Dyson, Secretary; George C. Lattimer, Treasurer; Frederick A. Howard, Vice President — Production; Kenneth O. Wilson, Vice President — Advertising; Robert W. Matthews, Executive Editor. Paul F. Evans, Associate Managing Editor; Ronald B. Jones, Assistant Managing Editor.

NITES & SATURDAY PHONE NUMBERS

CITY DESK	728-8200
CITY DESK	728-8201
CITY DESK	728-8204
EXECUTIVE OFFICE	728-8203
FRONT DESK	728-8204
CIRCULATION	728-8206
DISPATCH	728-8207
EXECUTIVE DIRECTOR	728-8208

A CHAMPION OF CIVIC WELFARE AND THE SQUARE DEAL
National Advertising Representatives
Amalgamated Publishers, Inc.
45 W. 45th Street
New York, N.Y. 10036
Affiliated Newspapers
Washington
AFRO-AMERICAN
2002 11th St., N.W. 20001
(202) 332-0080
Richmond
AFRO-AMERICAN
301 E. Clay Street 23219
804-649-8476
New Jersey
AFRO-AMERICAN
439 Central Ave.
East Orange, N.J. 07018
201-672-9102

Subscription Rates

6 Months	$12.00
1 Year	22.00
2 Years	39.00
3 Years	52.00

(You Save $14)
Rates for One Edition Only

YOUR LEGAL RIGHTS
14 W. Madison Street
(301) 837-2144

By WILLIAM G. KOLODNER, ATTORNEY

Hurt on the job and not sure of your rights? Here are some answers to the most commonly asked questions about the legal rights of an employee injured on the job:

WHAT IS WORKMEN'S COMPENSATION? It is an accident insurance program which provides medical and income benefits if you are injured on your job. It also provides benefits to your dependents should you die as the result of a job-related injury.
HOW LONG DO I HAVE TO WORK TO BE COVERED? You are covered from the first day you are on the job.
WHEN SHOULD YOU REPORT THE ACCIDENT? Report it immediately. If you wait longer than 30 days, you may lose your benefits.
WHAT DO I DO ABOUT A DOCTOR? Your company will pay for a doctor's visit if the inury was caused by an accident on the job.
WHAT MEDICAL TREATMENT WILL IT COVER? All doctor bills, hospital bills, physical therapy, prescriptions, and necessary travel expenses are covered by this insurance.
HOW MUCH WILL MY WEEKLY PAY BE? You will receive two-thirds of your average weekly pay while off from work.
HOW LONG WILL I RECEIVE WEEKLY PAY? You will receive it as long as the doctor says you are unable to work because of the injury.
WHAT KIND OF BENEFITS WILL I RECEIVE IF I HAVE PERMANENT DISABILITY? You will receive weekly benefits based on the part of the body injured and the seriousness of the injury.

© 1983, William Kolodner

Legal counsel is available in accident law, workmen's compensation, divorce, medical malpractice and criminal law at the Law Offices of WILLIAM G. KOLODNER, P.A. 14 W. Madison Street.

For appointment call 837-2144.

By the way...

By Joe Black

I know that many of you have heard the expression "everybody wants to go to heaven, but nobody wants to die." It depresses me to see that those words often reflect the attitude of too many Black Americans.

In the Black Community, an individual is greeted with laudatory shouts of "right on" or "stay on the case" as long as he is elucidating about racism. But woe unto the Black person who dares to challenge or point out weaknesses that Black people can improve upon. Quickly the cheers change to jeers and "Tom," "Oreo," "Negro," or bourgeoisie, the vilifying names we now hear.

However, I remind those name-callers that we, as a race, are doomed to second-class status as long as we refuse to admit that we are not perfect. I am the first to admit that Black Americans have made great socio-economic gains during the past 3 decades, but we cannot afford the luxury of living on our victories of yesteryear. The battle for equality of opportunity and justice is still being fought. And I urge Black Americans to remember that the Lord helps those who help themselves. We must strengthen our battle lines by making the family — father, mother, and children — strong and united. To achieve this goal, we must be willing to admit that many Black babies don't go to bed hungry because of racism. No, they lack food because a Black man is not willing to fulfill his responsibilities as a father and a husband.

Think about it and decide if Black people have the power and courage to reduce the number of single-parent homes in our community.

Joe Black
Vice President
The Greyhound Corporation

The Law Office of **Gerald P. Sellers, P.A.** is pleased to announce their location to 1001 St. Paul Street, Baltimore, Maryland 21202 — 752-1581.

The better alternative to the money market funds:

INVESTOR'S INSURED ACCOUNT

- Money Market Rates
- Instant Liquidity
- FDIC-insured
- 27 local offices with convenient hours. 24-hour automated teller machines.

Visit any of our offices or call the Money Market Center for details: (301) 244-3301

THE SAVINGS BANK OF BALTIMORE
MEMBER FDIC
MEMBER NETWORK EXCHANGE

—Community Calendar—

WORKSHOP FOR "TEACHERS ONLY"

Baltimore New Directions for Women, Inc. (BNDW) will offer a special workshop on career transition for teachers. This three-part workshop entitled "For Teachers Only" will be held on Wednesday, October 24, Thursday, October 25th, and Thursday, November 1 from 6 p.m. until 8:30 p.m. each evening. Workshops will be held at the BNDW Career Resource Center, 12 East 25th St. The cost is $60.00 per person for all three sessions.

Pre-registration is required. Call 889-6677 for registration and further information. This workshop is a part of BNDW's "Start a New Direction" series.

WOMEN'S ANNUAL MEETING

Baltimore New Directions for Women, Inc. (BNDW) will hold its 1984 Annual Meeting on Tuesday, October 30 at the University Club, Towson State University. The meeting begins with cocktails at 5:30 p.m. and the program at 6:45 p.m. Tickets are $14.75 each.

Tickets for the BNDW Annual Meeting must be purchased in advance. For Reservations and further information, contact the BNDW office at 235-8800.

DRUID PARK MEMORIAL

On Friday, November 9th, at 1 p.m. the Friends of Druid Hill Park, with the cooperation of the Mayor's Office will hold a Veteran's Day Memorial in Druid Hill Park at the Grove of Remembrance. A living memorial, a beech tree, will be planted to honor all those soldiers who fought during the Vietnam War.

Friends of Druid Hill Park, in its fourth year is a group of volunteers devoted to the preservation and conservation of Druid Hill Park. This Veteran's Day will mark a kick off campaign to gather the funds to restore this important grove of trees. A7A Tree Experts, Inc., the group's arborists, will prune, feed and generally care for the trees beginning in January. It is estimated that $5,000.00 will be needed.

For further information please call Judy Morris, 225-0649.

1974 DHS REUNION

The Frederick Douglass High School Class of 1974 announces a Tenth Reunion Dinner Dance on Saturday, November 24.

Open to all alumnae of the class of 1974, the reunion will be held at La Fontaine Rouge, located at 3407 Belair Rd. from 10 p.m. until 2 a.m. According to reunion Chairperson Pamela Johnson, tickets are $30.00 per person, or $50.00 per couple. Tickets can be obtained by contacting Reunion Committee Members, Pamela Johnson (664-6348), Michele Lee Gregory (233-0226), or Ray Williams (486-7829).

According to Ms. Johnson, the evening's program will include a buffet dinner, open bar, music and dancing, a guest speaker, and an awards presentation to current and former Douglass faculty.

STOKELY CARMICHAEL AT HOPKINS

The All-African People's Revolutionary Party is proud to announce the appearance of Dr. Kwame Ture (formerly Stokely Carmichael) at the Johns Hopkins University.

As Stokely Carmichael, Dr. Ture has co-authored and authored two important books on African political thought; one with Dr. Charles V. Hamilton, Black Power, and the other, Stokely Speaks - Black Power Back to Pan-Africanism.

Dr. Ture's appearance is scheduled for the evening of Sunday, November 4 in the Glass Pavilion of Levering Hall at Johns Hopkins University Campus on N. Charles St. The program will begin promptly at 6:30 p.m.

Dr. Kwame Ture's appearance is sponsored by African-Black Student Union of Johns Hopkins University, Ms. Karen Montague, President.

Admission is "free" and the community is invited to attend.

BALTIMORE EXTENSION HOMEMAKERS

Baltimore City Extension Homemakers, the group of distinction and pride. Why not consider joining or forming your own club in your neighborhood. You may ask what are the benefits of this group, well here they are.

If you join Extension Homemakers, you'll be part of a major nationwide organization—one that's interested in health and safety, children and youth, cultural arts, citizenship and community outreach, family resource management, housing, energy and environment and international relations. And not only are Extension Homemakers interested in these problems—they're doing something about them.

You can join this organization regardless of race, creed, color religion, national origin, handicap or sex.

Extension Homemakers meet throughout Maryland, so contact Cheryl H. Jones, 396-1883 for information on the nearest club to you.

INVESTMENT MANAGEMENT WORKSHOP

The Property Owners Association of Baltimore City, Inc., is completing plans for the "Investment Owners-Management Workshop to instruct small property owners in how to manage their holdings more profitably.

Four two-hour sessions will be held each Wednesday afternoon in November. Sessions begin at 1 p.m. and are being held at the association's conference room in the Blaustein Building, at 1 North Charles St.

Don Walls, executive director of the association, said the workshop is "a unique forum to discuss and alleviate the problems of individuals who are having difficulties complying with the requirements of the Housing Code."

The workshop is designed with the small investment property owner in mind.

SCHOOL BOARD MEETING

The Baltimore City Public Schools School Board meeting, scheduled for October 16, has been rescheduled for November 8 at 6:30 p.m. at Coldstream Park Elementary School No. 31, 1400 Exeter Hall Ave. The next two School Board meeting dates are November 29 and December 13.

Autumn Festival

An Autumn Festival, sponsored by the Mount Vernon Place United Methodist Church will be held at the Monument, Saturday, October 27, from 11 a.m. - 5 p.m. New and nearly new items for sale — Clothing — Hot Crab and Chicken Corn Soup.

BUL Guild Holds Membership Program

The Baltimore Urban League Guild is holding a Special Membership Program on Monday, November 5, at 5:30 p.m. in the Board room of the League, 1150 Mondawmin Concourse.

Guest speaker will be Boyce Moseley, principal, Northwestern High School. He will discuss "The Community's Role in Education."

The Baltimore Urban League Guild promotes, encourages, assists and engages in cultural, civic and social activities which publicize and further the goals of the Urban League movement, locally and nationally.

Wyman House Exhibit

On Sunday, November 11, 1984 the residents of Wyman House, 123 W. 29th St., a Senior Citizens Public Housing Development, will hold an Art Exhibit. Featured will be the paintings of one of their talented residents, along with their craft projects.

The Wyman House management is very proud of the many talented Wyman House residents, and plan for this exhibit to be a very special occasion.

The exhibit will open at 5 p.m. Mrs. Mary Krawdzyk is president. Wyman House Resident Association. Mrs. Heloise Frazier is Housing Manager.

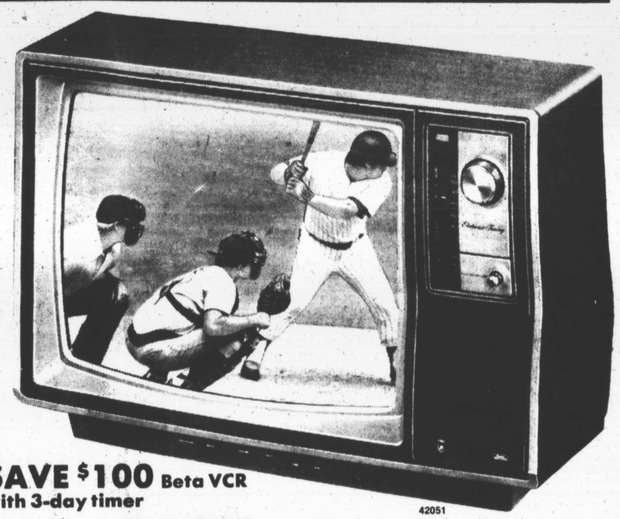
SEARS

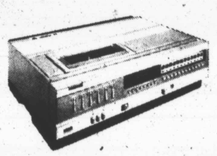
Prices in effect FRIDAY and SATURDAY, October 26 and 27, 1984

Pricing Policy: If an item is not described as reduced or a special purchase, it is at its regular low price. A special purchase, though not reduced, is an exceptional value.

Friday and Saturday SALE!
Most Items at Reduced Prices

SAVE $130
Table-model color TV with electronic tuning
Regular $429.99
299.99
19-in. diag. measure picture
Simulated TV reception

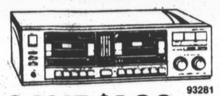

42051



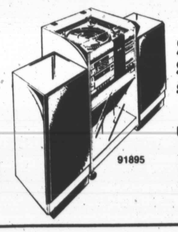
SAVE $100 Beta VCR with 3-day timer
Regular $399.99
299.99
5309

91818

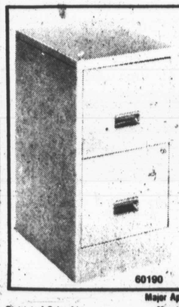
SAVE $70
Compact stereo with AM/FM stereo
Regular $199.99
129.99


93281

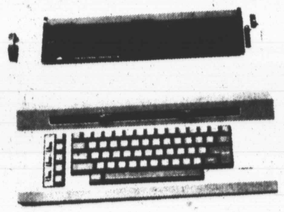
SAVE $100
Cassette deck with play and record capability
Regular $179.99
79.99


91895

SAVE $230
Stereo rack system
Regular $599.99
369.99


60190

SAVE $40
2-drawer file in bright colors
Regular $89.99
49.99
Office equipment not at Winchester, Fredericksburg, Petersburg, Charlottesville, Richmond Eastgate, or Cumberland; File cabinets also not at Chambersburg.



SAVE $100
"Electronic" electric portable typewriter
Regular $399.99
299.99
CHARGE IT on SearsCharge
5301

Major Appliances and some other large items sold at Sears stores are stocked at our warehouses only

District of Columbia
ALABAMA AVE., S.E. 575-5500
WISCONSIN AVE., N.W. 364-1299
Pennsylvania
CHAMBERSBURG 264-4151
HANOVER 637-0941
Maryland
ANNAPOLIS 224-2300
BETHESDA 469-4000
COLUMBIA 997-6555
CUMBERLAND 729-4200
FREDERICK 694-2299
GAITHERSBURG 840-5180
GLEN BURNIE 766-7700
Maryland
HAGERSTOWN 733-7500
HUNT VALLEY, BALT. 628-8355
LANDOVER 322-5200
SALISBURY 749-1311
SECURITY BLVD., BALT. 281-2255
SILVER SPRING 495-8200
WHITE MARSH, BALT. 444-2255
Virginia
ALEXANDRIA 354-1234
ARLINGTON 247-1200
CHARLOTTESVILLE 973-7811
CHESAPEAKE 424-9310
FAIRFAX 385-2299
FREDERICKSBURG 786-6800
HAMPTON 827-8000
Virginia
RICHMOND REGENCY 740-6255
CLOVERLEAF 276-7710
EASTGATE 222-4200
PETERSBURG 732-0900
VIRGINIA BEACH 497-9311
WINCHESTER 665-0811
Furniture Not at Winchester or Chambersburg

CHARGE IT on SearsCharge

Sears, Roebuck and Co. 1984 MANASSAS, Va. Appliance, TV and Catalog Center: 361-3156

there's more for your life at SEARS