

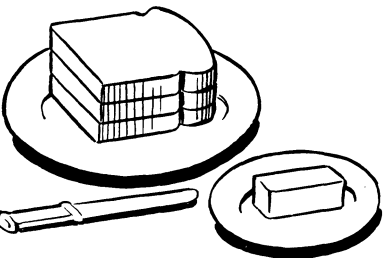
## *Live While You Work*

**I**F YOUR WORK takes you away from home, your release from parental influence may be a bit heady at first. Because of the desire to show your independence, you may be tempted to effect foolish habits or choose companions with extreme views and ideas. But whether you work in a large or small city, you will discover within a short time that unless you decide what you want to do with your spare time, the days will flit past without giving you much in return.

Why do you work? That may seem like a foolish question, but is it? The fact is that some people go through life without a clear idea of what they really want. Of course, you work to buy food and clothing, and to pay for a place to live, and for such other expenses as are necessary. You probably hope to save something toward a vacation. Is that enough?

Why not set up the goal you hope to reach and give thought to making each day take you a bit nearer your goal?

Happiness means different things to different people. But the person who postpones the day when she will *cash in* on her ideas of happiness usually finds she has lost the ability to



Why do you work?

enjoy her good fortune when it arrives. Happiness is cumulative. If you follow a constructive plan to broaden your capacity for happiness, you will find each day is more pleasant and you will become a more interesting person.

You'll probably work only 40 hours a week. How will you spend the other 128 hours? Why not set up a plan to make the most of those other hours, too, and really live while you work?

You may not believe it until you begin work, but working can be fun! Each day brings new experiences and a chance to try your wings. The hours on the job may seem long at first, and the eternal *up-and-at-it* spirit of business may be quite a change from your former way of life. In a city, the hours spent in travel to and from work, the care of clothes, hair, shoes, and all the little repair jobs will seem to take too large a share of your extra time. Some girls do spend all their time getting ready to work, working, eating, and sleeping. That's a dull routine you will want to avoid.

If your work takes you to a strange city, those first weeks can be lonely unless you make a plan to use your time effectively. If you stay at home to work, you may find the adjustment of work, family, and former friends keeps you in a whirl that leaves no time for all the things you hoped to do.

So let's face the fact that when you start to work you'll have to *make time* by setting up a schedule. Perhaps the idea of a schedule sounds limiting, but if you try it, you'll find you actually get more into each day than you ever did before. Why not try to plan a week in advance and see how much you can do?

To set up a plan of the week, set aside hours for work, and for transportation, meals, and sleep. Then list all the recreational activities that interest you in the order of importance to you. Fit the most timely and important ones into your current schedule.

### **A Place To Live**

If you are off to a new city, plan to arrive a few days early. That gives you time to find a place to live and to get acquainted with some of the mechanics of living in the new city.

The YWCA is an excellent starting place to go for overnight or a temporary stay. This organization will make room for you if at all possible or, at least, they will direct you to rooming clubs which are on their approved list. Unless you know the city, it

is unwise for you to take permanent living quarters without getting advice from someone whose judgment you can trust.

Perhaps you have a relative or friend who will take you in for a few days. Be wary of deciding on a fixed plan before you check on transportation to work, to entertainment and educational centers, to shopping districts. An hour's ride on public transportation without too many transfers is not unusual in a city. More than that is too much to add to your working day. Are the streets well lighted so you won't be afraid to be out after dark? Will you have a room of your own? You may enjoy this *at home* feeling for the first week, but avoid entanglements in a family or friend arrangement that may be difficult to stop. Wait until you have time to look at yourself and your friends in terms of your new business experience. You may find that even your closest friend has found new interests and that the old school ties aren't strong enough to make her the best roommate.

During the first adjustment period, the YWCA or a good rooming club are friendlier places than a room in a private home. When you've become adjusted to your work and the city, you'll be better able to decide on more permanent living quarters that are suited to your income. Even though that beginning salary looks big, it is not wise, at first, to sign an agreement for longer than a month at any living quarters.

### ***The Strange City***

Of course, you will need to have a bit of a nest egg to see you through until payday. But don't carry much cash with you or leave it in your room. Travelers' checks or postal money orders are a security you'll appreciate. The first payday may be one, two, or even four weeks away. You won't feel so lonesome or lost if you have enough money to see you through this period.

Be prepared to spend considerable time by yourself, outside of working hours. Find out where there's a movie theater and a lending library.

Go to church. Even though you don't know anyone, you are sure to find friendly folk with whom you can chat a bit. Get a church calendar of activities and go to the meetings that interest you. Churches in a city have organized groups for young people

like you, but you must go to them, not wait for the church to come to you.

Use these days before you begin your work to get adjusted to your new life so you will be ready to give your thoughts and energies to the new work. Peace of mind about your living conditions is a great saver of nerves.

This is a good time to get folders from the Chamber of Commerce on the interesting sights of the city. Get to know the city in which you will live. If you are in a large city, go to a good bookstore or the book department in a store and ask for the best small directory of the city. You'll want a book that contains a map showing transportation facilities, lists of streets, and an explanation of the street numbering system. Every city has a basic plan for numbering streets. In those first days, you can learn how to find your way around.

Take a bus ride to get the feel of the city. Or better yet, take a conducted tour on a sight-seeing bus. Information on city tours is available at the transportation desk of the large hotels. You can do a great deal of sight-seeing in a short time. Later, you can go back to explore the spots that interest you.

If you are a stranger in a city, you will be wise to plan interesting activities to do when you are alone. The public library will have some books on the interesting background of the city you have chosen. With a little reading it soon becomes "your city"! Also, make a definite effort to join a group where you will meet congenial people. You don't want to be the restless type who can never stay home and amuse herself. Neither do you want to be a stay-at-home who becomes so set in her ways that she is indifferent to and intolerant of other people.

Observations of girls who work show that those who have fun in their extra hours do better work than those who do not have fun. If you look forward to bowling, to a church party, to a sewing class, or to any group activity, the day passes more quickly because of the anticipated pleasure. The next day goes more smoothly because of remembered pleasures. So plan to live a full life while you work.

### ***Balanced Recreation***

Your physical health is not to be taken for granted. Health is a prized possession which requires intelligent thought and real

planning. When you were at home, your parents talked to you of the need for the right food, sufficient sleep, and adherence to other rules for good health. When you are away from home, you may think you can throw off these parental restrictions and live as you please. But health is a premium asset in business. In school, you could stay home if you didn't feel well. When you are working, you are expected to feel well and be on the job.

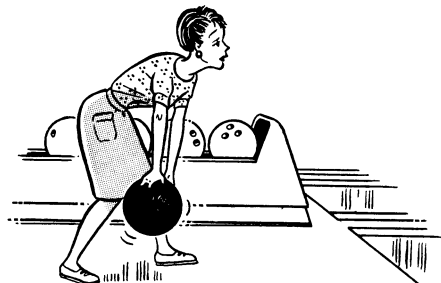
Look around you at the many people who are paying for not taking care of their health. Your body is a wonderful machine that accepts much abuse before it complains and falters. But it is poor judgment to try to see how much punishment you can give yourself before you begin to pay in tiredness, headaches, and other signs of ill health. Today, the smart businesswoman follows the basic health rules so that she won't miss out on the many things she wants to do.

Use good sense and moderation in deciding what you do and when you do it. Then you can enjoy your work and play, and show the sparkle and pep that contribute so much to your personality.

### **Good Food**

Good food of the right kind and in the right amount builds good health. If you haven't learned the importance of three balanced meals a day, read a book on nutrition. *Food Becomes You* by Ruth M. Leverton (Iowa State University Press), is an easy-to-read food guide highly recommended by professional nutritionists. Or ask the librarian at the city library to recommend the right book for you. Unfortunately, there are many foolish diet fads that get publicity. Some people seem to actually enjoy eating unpleasant foods and omitting the foods they like. Some people make a fetish of queer diets and bore everyone with their extreme ideas.

The Number One rule is to eat three good meals a day. Avoid the no-breakfast and snatch-and-gulp lunch with a



. . . and you won't have pep for after-work fun.

candy bar or soft drink between times. You won't save money by such a plan and you definitely won't have the pep for after-work fun.

Start the day with a breakfast to see you through until lunch. If you get hungry in midmorning, you haven't had enough breakfast. Good food before you go to work pays off both in physical health and in mental alertness. Try it. Then take time for lunch with a congenial friend. You'll be sure to find co-workers who will invite you to join the group, if you make an effort to be good company. Many girls carry a sandwich and then buy something extra at work. So you won't be conspicuous if you want to save a bit by a make-your-own-sandwich plan. Do eat with the others, even if it costs a little more, because this social contact helps build friendships that make work more pleasant.

A good lunch may consist of sandwiches, with milk, cream soup, or cocoa; or, perhaps, a salad, roll, and dessert. You need fresh greens, vegetables, and fruit each day. Don't forget eggs, and meat, fish, or cheese. Learn the four basic classes of foods and choose your breakfast, lunch, and dinner to include some of each class. You'll not get fat if you eat sensibly at mealtime. It is the between-meal snack that seems so insignificant, yet brings up the calorie count. A bottle of soft drink means 100 to 150 calories. A candy bar or a bag of peanuts may be more than 300 calories. A glass of whole milk is only about 100 calories, skimmed milk only 85 calories, and an egg only 75.

It's really more pleasant to eat the right foods for good health than to take pills to try to regain the health you have lost.

### **Sleep**

Sleep takes a portion of those extra hours. Of course you need sleep and rest. In fact, when you first start to work you will need extra sleep because you'll be under a strain. Nervous tension is fatiguing. Often a change of climate, as from one section of the country to another, makes you tired and sleepy. So, during the first few weeks, plan to get extra rest. You'll soon become adjusted to the climate and work. Then you can determine how much sleep you really need to keep awake and alert.

A few late hours never hurt any healthy young person, but you can't cheat on sleep too long without paying for it. Try a quick

nap before dinner, or lie down for 10 or 15 minutes even if you don't sleep. You may find that city transportation systems are not only exhausting physically but irritating and exasperating; too many rude people, too much noise, too much crowding, too much of everything!

Of course, you will be tired when you first start to work. There are so many adjustments to make. But if you are healthy, you should be ready for an evening of vital living after you have had a short rest and a good dinner. As for week ends, these are bonus days to catch up on a dozen of the *extras*, with some planned time for your favorite recreation.

A healthy body and an alert mind make your days much happier and more productive.

### **The Doctor**

Your family doctor was a definite part of the pattern of your before-working life. If you're in a new city, you'll need to get advice about a dentist and, perhaps, a doctor. If your company employs a physician or nurse, they can help you make your choice. Get an estimate of the cost of the dental work, the office call, and other medical services, before you engage these services. You may be surprised at the fees charged, as compared to those you have known. Find out, in a large city, about the cost of neighborhood charges as compared with those downtown. It may be worth your while. But above all, be sure to get sound advice on whom to select. Do not put off consultation with a good doctor if you need that service. Check to see if your health insurance covers this charge.

### **Your Feet**

Do take care of your feet. You may have to change the type of shoes you wear and even the size of your shoes. Be sure your stocking feet are long enough to prevent cramped toes. Give your feet a chance to rest by changing shoes when you get home. Foot trouble can make you feel ill all over and keep you from after-hour recreation.

### **Exercise**

Exercise should not be limited to the *one-two-bend* type! Work-tiredness often is dispelled more effectively by the right

kind of exercise than by extra sleep. You may find that you miss some of the kinds of exercise you formerly enjoyed, such as tramping through the woods or riding horseback. Most cities offer a variety of kinds of exercise if you look for them. The YWCA, church, youth centers, city parks, and other organized recreation groups charge very little for dancing, swimming, bowling, tennis, golf, basketball, and other group sports.

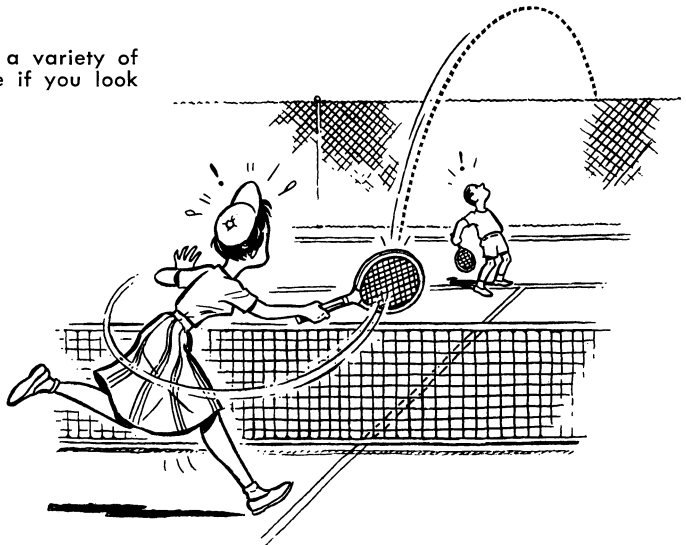
### **Sports**

Try to balance spectator sports with participation sports. You may have to search for the group you want to join, but group activity is more than physical exercise. You'll also get a lift in morale and a change of viewpoint.

### **Social Life**

Social enjoyment is essential to happy living. Most young girls want to meet young men and enjoy the activities of mixed groups. It is smart to join groups where you'll meet both young women and young men. A chance acquaintance on a bus or at a movie isn't always a good beginning. You'll be much more apt to meet young people who like to do the things you enjoy if you start with your church group. Don't be stamped into changing your sense of values or your standard of morals.

Most cities offer a variety of kinds of exercise if you look for them . . .





There are many kinds of people in a city. It may take a bit of time, but you can find your kind of friends. It is better to stay to yourself for a few weeks rather than to become involved with a person or group with standards of behavior other than yours. Good morals are the same wherever you live but in a city you are more apt to meet some people who have a weak code. You are the judge of the price you are willing to pay for a date. It may not be worth it!

Plan a campaign to have fun socially. You may find that the young men in the group have no more spending money than you have. Offer to go *Dutch treat* when you bowl, go to a movie, or have a snack after a group meeting. Young men often are more alone in a city than young women because they can't afford to date a girl. If you recognize this problem, you can suggest going to lower-cost movies, or buying second-balcony seats for the theater or concert. For the snack, suggest a hamburger counter rather than a night club. Social life in a city can be costly without being fun or fun without being costly.

What museums are open to the public? What of the parks, conservatories, free concerts, art galleries, public beaches? Make the most of civic facilities for entertainment and education.

### **Movies**

The movies can be time-killers or selected entertainment. Watch the papers for the shows that are booked at different theaters. Try to vary your movie diet with films about foreign travel or historical episodes, as well as the usual boy-meets-girl extravaganzas. Watch your planned-activity chart and your budget for recreation. It is easy to form the movie habit to the exclusion of other activities. And while movies are all right in a plan, they shouldn't fill the entire time given to recreation.

### **Theater**

Keep informed about the theater, concerts, lectures, and other good entertainment. Read the reviews and try to plan a treat once a month or so. There are usually tickets that cost only a little more



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than the movie. If you are in a city, you should take advantage of the good plays, music, and lectures that are available.

### **Television**

Watching television can be stimulating as well as entertaining. Many splendid programs present a wealth of cultural and educational information. Specialists in many fields can share their knowledge with you in a direct and effective way. World travelers make faraway places seem familiar to you and thus promote a better understanding of the peoples of the world. Certainly time spent watching and listening to a discussion on world affairs, current labor problems, or a new method of treating health disturbances is a worthwhile way to spend some of your time. Watching a well-written and well-directed play will bring enjoyment at a lower cost than attending the theater, or a movie, for that matter. News and weather reports on television give up-to-the-minute information in capsule form, and an occasional variety show is fun for pure relaxation. But watching television to the exclusion of reading and participating in community and church affairs lends little mental stimulation.

Thus television should be considered as one of several media from which you must choose the best way to spend your precious hours or minutes of leisure.

### **Intellectual Growth**

Intellectual growth is as important in rounding out your plan of activities as physical health and social enjoyment. Bal-

anced recreation means planning some time for activities that stir your intellect and expand your mental horizon. Bridge, knitting, dancing, movies, and other forms of recreation may have a place in your program, but these aren't enough if you want to become a socially-adjusted adult capable of advancement in a chosen work.

Read the book reviews in the Sunday paper. Stop in at the book section of a department store to look through the many kinds of books and the free listings. Get to know a librarian at the public library and chat with her about a course of reading. This need not be exclusively the classics, for there are so many good books that leave you with a message, a philosophy, or a new outlook.

And while you're at the library why not browse through the periodicals and watch the bulletin board for special exhibits and events?

Also notice the new books in your related field and in allied fields. You may develop an interest in an entirely new field. Make a list of the books you want to read and read something worthwhile each day. Perhaps you can use your daily travel time for reading, or keep a good book by your favorite chair or by your bed. Reading is a free activity. Make it an easy one for you.

How fast can you read? Today there are so many things to read that you'll get lost in the confusion unless you learn to discriminate among types of reading material. In this regard, learn when to read critically and slowly. Learn how and when to *skim read* to get the gist of the idea. Countless hours are wasted if you don't learn to skim a table of contents, analyze the introductory paragraph, skim a page, then decide how much time the remainder is worth to you.

If you are a slow reader, perhaps you could profit by a course in fast reading. Some new methods can speed up your reading skill as well as your comprehension. There is so much good current reading and there are so many treasures of the past, you will want to avail yourself of every opportunity to improve your reading skill.

Don't forget study groups, night classes, and planned education courses. Such an activity will be a mental stimulation to carry out your plan for intellectual growth. It may give you an

incentive, too, for a good program of home reading. Try to select a group with good leadership and lively discussion periods so that you become a *participating* member.

### **A Hobby**

Get a hobby. Then watch your circle of friends grow and your interests expand. This may be a low-cost or no-cost hobby of collecting information or pictures about travel, music, or people in the news. Perhaps you can afford a hobby that develops a creative skill, as photography, sketching, writing, weaving, or some other art or craft. Maybe you'd like to do little-theater work and can find a group that reads or acts plays. In a city, you'll find many kinds of classes, clubs, and organizations for people with kindred interests in many, many fields. Learn to do something well that is not directly associated with your business.



In a city, you'll find many kinds of classes . . .

Perhaps you'd like to learn to sew by the new, quick method. Inquire at the fabric section of a department store about classes. Some girls join classes in millinery and have great fun making their own hats. Each of these hobbies can be both pleasant and profitable.

There is so much to do in those out-of-work hours that only a plan of recreation and a selective choice can give you enough time to spend wisely.

### **Friends**

Increase your circle of friends and acquaintances as you increase your interests. Your teammates at work may suggest that you join an office group, but don't restrict yourself to those with whom you work. It's too easy to talk shop and personalities if you keep in your own business group.

Whatever your choice of work, you'll probably find a professional society or organization with similar professional interests. Membership in such an organization is your responsibility.

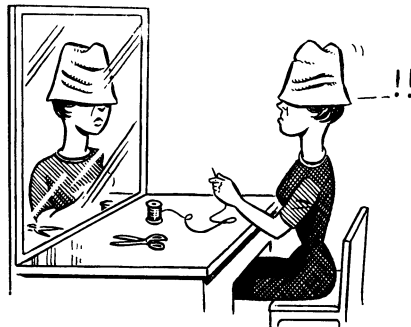
You may be invited to join several groups. Go slowly and be selective. Investigate the purposes and objectives of each group. Attend a meeting to see if you can gain help, meet congenial friends, broaden your interests, and contribute something to the group.

Ask about the dues, assessments, and total cost of membership. Unless you are cautious, you'll find yourself burdened with dues and your evenings booked with meetings.

Join groups in which you'll associate with those who have succeeded and learn from them. Keep your eyes open and learn what *not* to do as well as what you hope you, too, can do. Keep on learning and growing in your chosen work if you want to be a success.

If you belong to a sorority or social organization, look up one

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of the alumna. Watch the social and club pages of the papers for meeting times. Then try to contact someone with whom you can attend a meeting and increase your circle of friends.

### **Your Home**

How do your living quarters suit you now? Have you enough privacy so as to be by yourself when you want to? At first you may not mind dormitory-crowding, but later you may find the need for both the time and place to be alone. The tension and pace of business is such that you cannot do your best unless there is peace and quiet at home.

Perhaps you'll look for an apartment. If that means taking a roommate, choose your companion carefully. The division of expenses, work, and company; the compatibility of temperaments; a comparable income; an agreement on manners, morals, and attitudes toward men — these and other factors that make for a congenial home atmosphere are essential if an apartment companion is the answer to your better living.

Should you live alone in an apartment? This is expensive, and can be lonely until you are established in a planned recreation program.

Should you live at home when it is possible? *Yes*, if your financial help is needed; if you are given a chance to assume an adult responsibility; and if you keep your interests and activities on a broad plan. *No*, if you seek protection from meeting the challenge of new experiences that promote mental and emotional development.



... and attitudes toward men.

### **City Trips**

If you work in a small town, no doubt you'll plan week-end or vacation trips to a large city to visit the shops, theaters, museums, restaurants, and other places of interest as part of your live-while-you-work plan. Often the out-of-town visitor sees and learns more about a city than those who live there. Trips can be educational as well as fun, and not too expensive if you plan ahead. It may be worth while to buy a Sunday paper published in the city of your choice so that you can make the most of these sight-seeing trips.

### **Dining Out**

When you visit a city or if you work in a large city, dining out can be part of your education. You'll find that a city offers many opportunities to increase your general knowledge and to broaden your experiences. No doubt you'll have to budget your money as well as your time. But you can get a great deal for your money in the time you have if you plan it right.

Why not plan to visit an interesting eating place now and then? Try new foods and become acquainted with different customs and services.

You don't have to spend a great deal of money to dine at most any place, if you know how to select food and are willing to ask about prices when you are in doubt. Perhaps you'll be able to afford only a cream soup and melba toast. But you can always eat a peanut butter sandwich when you get home!

Here are some tips on gastronomic exploring. Get a booklet on eating places from the local newspaper or Chamber of Commerce. Read carefully the description of each place and note the price range listed. Places with dinner-dancing and a floor show charge a tax and fee to pay for this entertainment. The food usually is expensive, too. It may be you can have a luncheon there, if you insist on seeing such a spot. A dinner and evening is rather certain to be expensive. Be on guard against paying more than it is worth to you.

When you go to a new eating place for dinner with other young women, plan to arrive before seven o'clock. In some places

an escort is required, but usually two young women can dine anywhere they wish so long as they make no attempt to attract attention by loud talk or conspicuous actions. Some places may require a reservation but often, at this hour, you can be served. Wait at the door for the headwaiter or hostess to seat you. If you are uncertain as to whether there is a cover charge or a minimum charge, ask the headwaiter before you are seated. A *cover charge* of several dollars may be made for special services or entertainment. A *minimum charge* means you must pay at least that amount.

Many eating places have a list of main dishes at a price ranging from moderate (fish or eggs) to expensive (steaks or game). Read the menu to see what is included with the price of the main dish. Don't order a first course or dessert unless you know whether these will mean an extra charge.

Some eating places have an *à la carte* menu only. That means each food has a separate price. When you select your meal, you must total the cost of each food and be prepared to pay a goodly sum if you have ordered a complete meal.

If you have a descriptive booklet of eating places, you can find out about these charges before you go. But do not be too timid to ask. You wouldn't buy a hat without knowing the cost. Why buy a meal without knowing you can afford it? You may have enough money, but you may not choose to spend it that way!



Wait at the door for the headwaiter to seat you.



Do not hesitate to question the waiter when you cannot understand the menu charges. Be sure before you order. Never be intimidated or spend more than you should because you are afraid to ask. Only the timid and the extravagant order blindly. The experienced person selects the food she wants and can pay for.

Sometimes it is wise to ask about the specialties of the house. Perhaps you've chosen an Italian, Chinese, or French restaurant. Try the specialty rather than chicken à la king or hamburger. You can always eat these at home. The reason you came here was to learn about something new.

Remembering the edicts of your junior high days — eat slowly, enjoy your food, and refrain from playing with your silverware! Likewise keep in mind that a fork or spoon in one hand and bread in the other is never correct. One hand should remain in the lap except when bread is spread or broken, or when food is being cut with knife and fork. If food is served in side dishes, it is quite correct to eat from these. When in doubt, use your fork instead of a spoon. The main dish usually is served onto your plate by the waiter or arranged for you to serve yourself. Fortunately, it is no longer necessary to leave some food in order to be polite.

You don't have to order cocktails, wine, or liquors even though the waiter suggests them. These are expensive items.

The cost of a dinner in the general dining room of a hotel is usually less than in the dining room that offers a floor show. Exclusive, high-priced restaurants may be best left on your list for a later time when you can afford to spend without sacrificing more important activities. Many interesting small restaurants are not costly if you select your food with care.



Never be intimidated . . .

When your bill is presented, take time to read it and to add the total. This is a sign of experience, not of inexperience. You may be asked to pay the waiter or a cashier at the door. Always make sure of the denomination of the money you give in payment for the bill, and always count your change. Take time to be sure, and ask the reason for any item you question. It is good business to pay for what you get, but no more. Everyone makes mistakes. Be gracious and assume that any error is unintentional. In most places this is true and the personnel will wish to correct any mistake.

Be prepared to leave a tip of at least 15% of the price of your meal. The more expensive the food, the larger the expected tip. But don't be foolish and overtip, so that you have to cut lunches for a week to make up for your display of extravagance.

### **Vacation**

Your first vacation can be part of your planned recreation. It is fun to save for a trip you really want to take. You can find the right one at the right price if you plan properly. Read the travel section of the newspaper or browse through the travel department of a bookstore or the public library for ideas about where to go. Write or call the airlines, railroads, or bus lines for travel folders. Or stop in at a travel agency and pick up free folders on the part of the United States or the world that interests you.

A reliable travel agency, and there are many in most cities, can give you valuable assistance in planning your itinerary and making transportation and hotel reservations for you. Get information from them on ready-planned tours with or without escorts. The travel agent can tell you the approximate cost of the trip you have in mind. You do not pay the travel agent a fee for his service, rather he receives a commission from the transportation companies, hotels, or resorts after he makes the arrangements for you. That is, plane, train, and bus tickets are the same price whether you buy from the agent or directly from the transportation company. The same is true of the cost to you for hotels and escorted tours. What's more, most travel agents have traveled extensively themselves and can give you firsthand help.

Will you go by bus, train, plane, or boat? All-expense tours are offered on all these transportations. If you go on a conducted tour, there is no need to wait for a friend to go with you. In fact, the wrong traveling companion too often spoils a trip. You can always find congenial people on one of these tours, even though you are alone. Go where you want to go, but do plan to meet new people, see new sights, and learn something worthwhile. Get a fresh outlook. Then you can come back to work with a refreshed mental attitude and start to plan for the next vacation!

After all, vacations are granted to give you a change of viewpoint. You owe it to yourself and to your work to have the fun of planning a vacation, the thrill of enjoying a vacation, and the pleasure of telling your associates about your vacation. This is all part of the fun of working and of living while you work.

Then, you can come back to work . . . and start to plan for the next vacation!

