

miles. Anti-lock systems' brake fluid should be changed annually.

Power steering fluid should be changed every three years or 30,000 miles, whichever comes first. Timing belts should be replaced every 60,000 miles, timing chains every 100,000 miles.

Note: Without regular use, certain systems quickly fall out of adjustment. *To avoid trouble:* Run your air conditioner and defroster at least once every two weeks. Release and reapply the parking brake daily.

● **Mistake: Failing to recharge or replace an old or weak battery.** Besides increasing the risk of leaving you stranded, a weak battery causes needless wear of both the alternator and the starter. Both need a good power source to operate properly.

To avoid trouble: Choose the biggest, most powerful battery that will fit under your hood.

● **Mistake: Rustproofing your car.** After-market or dealer-applied rustproofing treatment is not only costly, in many cases, it can void your car's rust warranty. ■

Supersavers

- Pump your own gas at service stations—and don't spill any.
- Keep plastic and glass containers to use later for a variety of purposes.
- Shop for items of clothing that can be washed at home, without too much additional pressing.
- Immediately apply a fabric protector to new furniture to avoid ruinous spills.
- Re-use shopping bags as garbage bags in the kitchen.
- Make a deal with your significant other...no frivolous gifts, only things that are truly needed.
- Have your local power company conduct a power audit to cut your utility bills.
- Unplug TV and cable boxes when you go away.
- Buy your own phone instead of renting from your phone company.
- If you need special clothes for a big function, either rent them or borrow them from a friend who's your size.
- Restyle and redesign favorite clothes from last year for the new fashion season.
- Men's suits should be bought with an eye to using the jacket with other trousers and the suit trousers with other jackets.
- For better mileage and cooling, close car windows, and use the air conditioner.

Dr. David G. Myers, Hope College

Here's How to Get Much More Satisfaction At Work...and Play



For most people, work satisfaction is closely related to life satisfaction. Our work affects our personal identity, provides us with a community and can add purpose to our lives. That is especially true for single people, but both the joys and stresses of work also spill over into married home life.

Unfortunately, for many people, the stresses outweigh the joys. There are two reasons work is unsatisfying for so many people...

- They may be overstressed, because the challenges of work outweigh their available time and skills.

- They may be bored because their time and skills outweigh the challenges.

In between these two traps there is a zone where workers find themselves in the ideal state of satisfaction that has been called *flow*.

UNDERSTANDING FLOW

Flow occurs when there is a perfect match between the work and the worker. The concept was invented by University of Chicago psychologist Mihaly Csikszentmihalyi after he noticed how artists became so immersed in their projects that they lost track of time.

The same total immersion in activity for its own sake is found in children at play...writers...dancers...chess players...surgeons...parents...mountain climbers...farmers...and sailors. The common feature of all these activities—whether they are called work or play—is that they fully challenge the skills of the participants.

Many workers today do not feel challenged. For them, work becomes drudgery—and they become apathetic. That doesn't help them...or their employers. But businesses that aim some of

their managerial expertise at providing their employees with meaningful and challenging work are rewarded with both happier workers and improved profitability.

True, many jobs necessarily involve boring, repetitive tasks. But managers can find ways to make even these humdrum activities more satisfying...by giving workers more control over their own activities...by showing them how essential their jobs are to the whole company...by encouraging them to find better ways to carry out their tasks...by recognizing publicly how well they do them.

ENHANCING YOUR LIFE

Psychologists have found four ways that people can make even routine aspects of their own work more challenging and stimulating.

- Set goals and monitor your progress.
- Immerse yourself in the activity and try to do your best at everything you do.
- Pay attention to what is going on.
- Enjoy the immediate experience.

The positive benefits of flow aren't restricted to work. For people who spend their off-hours passively, leisure time may be as boring and unproductive as work. But those who switch off the TV and engage in more active and challenging pursuits—arts, hobbies, even socializing with friends—feel less apathetic and happier.

Happiness requires not only fully engaging activities that result from flow, but also rest. Today, however, too many Americans are suffering from too little sleep. And, without adequate rest, they can't expect to wake up refreshed and eager to go with the flow again. In the words of William Denet, director of the

Bottom Line/Personal interviewed David G. Myers, PhD, who teaches psychology at Hope College in Michigan. He is the author of *The Pursuit of Happiness: Who is Happy—and Why*, William Morrow and Co., 1350 Avenue of the Americas, New York 10019. \$20.

Sleep Disorders Center at Stanford University, "The national sleep debt is larger and more important than the national monetary debt."

College students are notorious for the poor sleep habits they adopt voluntarily. But everyone of middle age or older can expect sleepless periods during the night. *A few helpful suggestions for more restful sleep:* Snack on milk and carbohydrates rather than rich foods before bedtime... avoid naps... sleep on a regular schedule.

And research has shown very successful results from a technique called REST—Restricted Environmental Stimulation Therapy. People emerge refreshed and transformed after they are encouraged to tune into themselves by lying quietly on a comfortable bed in a dark, soundproof room.

Those given the opportunity for a day of this therapy have found themselves able to increase their self-control...gain or lose weight...stop smoking or drinking...reduce hypertension...improve speech fluency.

There are also less ambitious ways to enjoy the benefits of solitude and con-

templation. It only takes a few minutes a day to reduce stress through meditative contemplation. And—meditation helps reduce blood pressure...strengthens immune defenses...even increases longevity.

You can experience the relaxation response right now, in fact. Make yourself comfortable. Close your eyes and breathe deeply. Relax your muscles, foot to face. Concentrate on a single word or repetitive phrase and repeat it for 10 to 20 minutes.

When your meditation session has finished, you can get back to your daily routine...but now you know some ways to make both work and play more enjoyable. ■

Travel

Paul L. Edwards How to Fly Cheap What the Airlines Don't Want You to Know

Getting the best deal on your next flight requires more than calling up the airline or your travel agent and asking for the lowest possible fare.

Despite the airlines' much-touted fare simplification this past spring, they left many loopholes and quirks in the fare structure...

Essential: Plan ahead. The airlines offer big savings to those buying seven or 14 days in advance and staying over a Saturday night.

Example: The current full round-trip fare from New York to Los Angeles is \$800. With a 14-day advance purchase, that's cut exactly in half, to \$400.

Save more: Many travel agents can supply you with a discount coupon for Continental Airlines if you ask. If not, you'll see some advertised in the travel section of your Sunday newspaper. Expect to pay an agent or coupon broker about \$10 for each coupon for a saving of up to \$100. Then buy your ticket from a discount travel agency or use a credit card that offers air-travel rebates. You'll save another 5%, lowering the final cost of your flight to Los Angeles to \$285.

What if you can't stay over Saturday night? Or simply don't want to? You can still save money provided you're taking the trip more than once. Say your travel plans call for repeated trips from Chicago to Dallas. You prefer to travel during the week, but you're daunted by the \$600 price tag. Tickets including a Saturday

night stay cost just half. And a coupon in this case would reduce that to just \$250.

Solution: Buy two round-trip tickets including a Saturday night stay. Say, for example, you want to travel from Chicago on Tuesday, October 13, and return from Dallas on Thursday, October 15. Suppose also that you have another trip set for two weeks later, leaving October 27 and returning October 29. If you're not sure about your second trip, that's okay. Take your best guess—you'll be able to change that later.

In this case, the first ticket you buy will be for a trip that leaves Chicago on October 13 and returns from Dallas on October 29. The second ticket will depart from Dallas on October 15 and leave Chicago on October 27. As you can see, all of the dates are covered, and since both tickets include a Saturday night stay you'll qualify for the \$300 fare (\$250 with a coupon).

To begin your first trip, use the first coupon from the first ticket. To return, use the first coupon from the second ticket.

This leaves the second coupon unused from each ticket. When the time comes, if the dates are correct, you need do nothing but fly. If the dates need to be changed, just call the airline or travel agency and, for a \$25 fee, you can change the dates for each coupon.

Unlike your initial purchase, which required a seven- or 14-day advance purchase, changing the dates for the second trip can even be done the same day you wish to fly. Total cost for the two, round-trip tickets is \$475 (using coupons and a discount travel agency), a whopping savings of \$725 over the cost of two regular round-trip tickets.

To avoid confusion, it's best to purchase each round-trip ticket from different sources, either two different travel agencies or one airline and one agency.

HIDDEN CITIES AND MEETING FARES

Even if you won't be traveling to a destination more than once, or if you have to travel immediately, don't despair. You can still save money using one of these two methods...

•**The Hidden City:** Say you're traveling from New York to Chicago. The full fare round-trip is \$520. To save money, buy a one-way ticket from New York to Columbus on United or American for \$210. To return from Chicago buy a one-

Bottom Line/Personal interviewed Paul L. Edwards, editor, *Travel Confidential*, 88 Bleecker St., New York 10012. Monthly, \$95/yr.

Send for...

Miles of Smiles. More than 100 entertaining games and activities for long car rides...quizzes for memory...math...geography...general knowledge, etc. with answer keys.

Carousel Press, Order Department-L, Box 6061, Albany, California 94706. \$8.95.

The Armchair Conductor. How to lead a symphony orchestra in the privacy of your own home—or anywhere...keeping the beat...adjusting and maintaining tempo...using a baton (baton included), etc.

Dell Readers Service, *The Armchair Conductor*, 2451 S. Wolf Rd., Des Plaines, Illinois 60018. Item 50415-5. \$10.

Homefile. Portfolio of 22 labeled file dividers—use with folders to organize all personal and financial papers. Includes quick-find index and handbook with practical information on filing...taxes...safe-deposit boxes, etc.

Homefile, 3444-101 Ellicott Center Dr., Ellicott City, Maryland 21043. 800-964-6994. \$19.95.

Prescription Drug Handbook. Use of medicines most-prescribed for people over the age of 50—arranged by medical condition. Includes special precautions for persons 65 and over...listing of brand-name/generic drugs...over-the-counter medicines and vitamins...full-color chart to identify drugs by color, size and shape. 1,137 pages.

AARP Pharmacy Service, 800-456-2277. \$13.95.