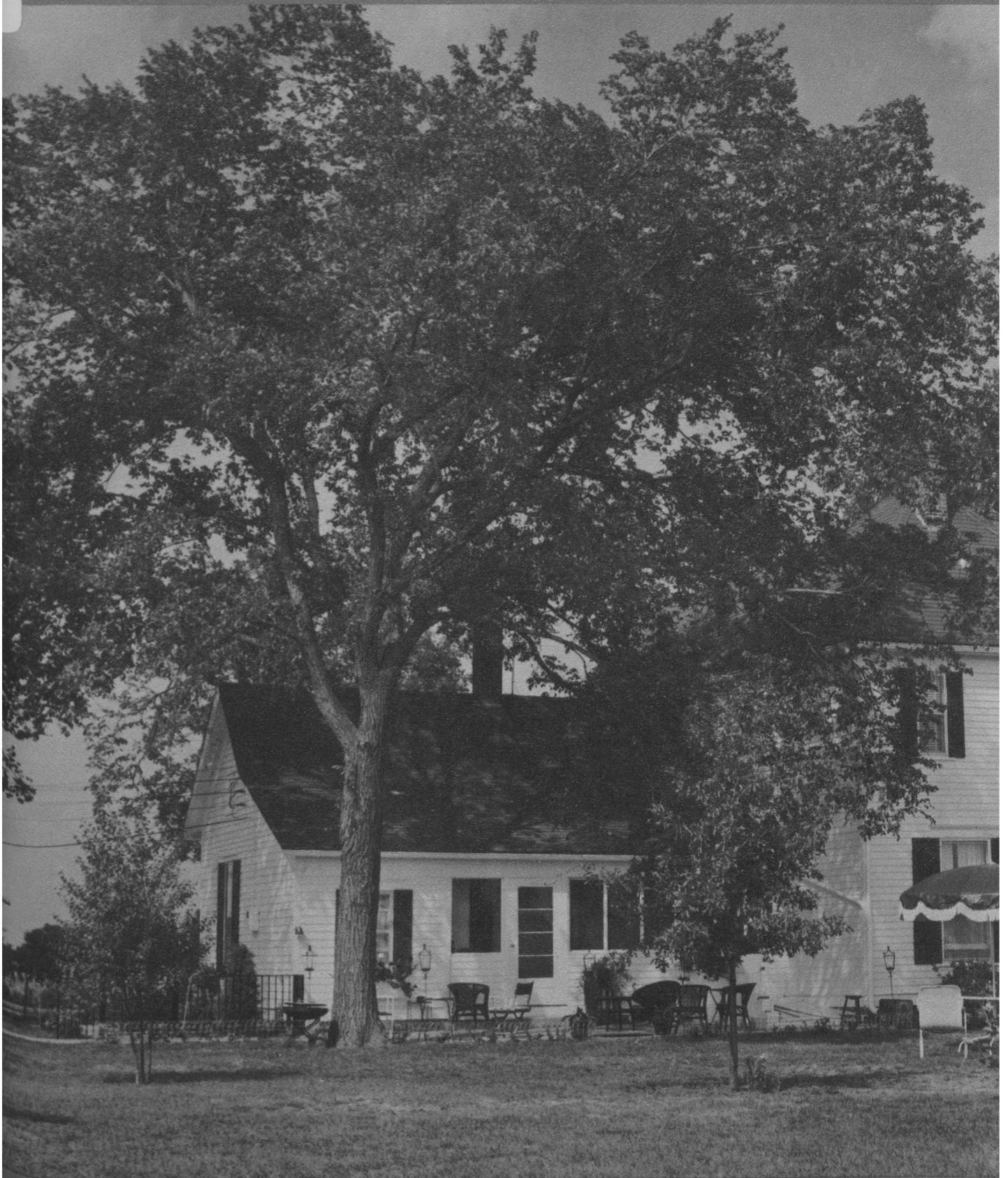


# Your Home--Make It Beautiful



4-H CIR. 199  
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UNIVERSITY OF MISSOURI  
COOPERATIVE EXTENSION SERVICE

# Your Home-- Make It Beautiful

by  
Alice M. Alexander



**INCLUDE—a convenient drive and parking area,**

Would you enjoy having a cool drink on the inviting patio pictured above? Or would you prefer to sit at the table under the colorful umbrella seen in the cover picture? In either instance, you could relax and enjoy every minute of your stay at this lovely home.

Planning for outdoor living accounts for much of the attractiveness, comfort, and convenience of this home. It was not like this a few years ago. It was a well built house in good condition but something was lacking. Like most houses of this period, there was a front door (which can't be seen in the picture) with a hall separating the parlor and a sitting room. Two bedrooms were next

in line with a dining room and kitchen at the back. No provision was made for parking cars because there weren't many when this house was built. You can imagine what happened when people came to call. Most of them went to the back door because there was a nice spot under a nearby tree where they could park the car. Even though the kitchen was an inviting spot, it was annoying to have people use it as an entrance way.

What was done to make the place conform to present day standards? A simple rearrangement of the interior made the former dining room and adjacent porch into a family room. Now it is quite all right to have guests come to this back door. An enlarged parking area and a walk leading to the patio invite people to this door. Other interior changes helped to make the outdoor living area an extension of the house.

With imagination, and planning, this family was able to reach the goals most people strive for in landscape planning—*increased convenience, safety, privacy, beauty, and pleasure.*

Your first reaction may be, "Yes, this is an attractive place—but I can't use these ideas." Perhaps your home *is* quite different. You may live in a small town or a large city. You may have a new home where everything must be done. You may have inherited a garden that must be completely rejuvenated. Or you may have the kind of place that suits you perfectly, but must be maintained to keep it so. Wherever you live, whatever your resources, aren't you striving for these same goals?

The important thing is to be able to analyze your needs, take stock of your resources, and develop a course of action. No two homes are exactly alike, and the peo-

## —PROJECT REQUIREMENTS—

If you enroll in this project, your club leader will expect you to complete the following:

1. Continue plans developed in previous projects by:
  - A. Adding to or revising plans.
  - B. Preparing a time schedule for proposed action.
  - C. Putting plan into action.
  - D. Recording work done.
2. Inaugurate at least one new idea, such as lighting the outdoor living area or making a patio.
3. Assume a major maintenance responsibility, such as caring for the lawn.
4. Acquire additional information relative to project through:
  - A. Observing and analyzing a minimum of ten home ground situations (suggested procedure for surveys given in bulletin).
  - B. Making up alternate plans for a minimum of five of above surveys.
5. Prepare a bibliography relating to landscaping.
6. Devise and carry out at least five activities (may be individual or group). (See 4-H Circular 196, "Plan and Plant For Beauty" for suggestions).

Acknowledgment; Ronald E. Taven, Associate Professor of Horticulture, University of Missouri, supplied the author with invaluable assistance on technical aspects of this bulletin.



—an inviting entrance,



—and a pleasant patio.

ple who occupy them are not alike. This matter of creating an attractive, convenient, and comfortable place must be an individual matter.

**OPEN YOUR EYES—BECOME AWARE OF WHAT YOU SEE**

There are many opportunities for you to learn to appreciate the wonders of nature. There are numerous homes you see every day that cause you to think "I'd like to live there!" There are public parks that are inviting because of the restful atmosphere. There are famous gardens you may visit that provide inspiration as well as knowledge of plant materials. There are commercial concerns with educational departments specializing in certain phases of gardening. There are books, bulletins, magazines, film strips, slides, pictures—all of these and more are at your finger tips. There is the opportunity for tours, for individual visits, questions, and discussions. Since the field is so wide, explore some of these possibilities as you are developing your plans.

There is much to learn in the area of landscaping and your experiences in this project can provide a foundation upon which you can build for continued enjoyment throughout your life. This foundation must be solid—it must rest on reliable information. How do you go about getting this information? There are many ways, such as the ones listed above. Remember you are interested in ideas you can put into effect immediately as well as general information for later use—perhaps in a home of your own.

You can profit by the experience of others if you will take the time to survey different situations. Remember you are to make ten surveys to complete your project. You may be impatient about the time consumed in doing these because you are eager to plant things and see

them grow or to start work on your recreation area. This is fine, but be sure you know what and why you are doing a certain thing. The best way to be sure about this is to see what others have done by making these surveys. You may wish to do one or two surveys as a project group, before starting on your own ten.

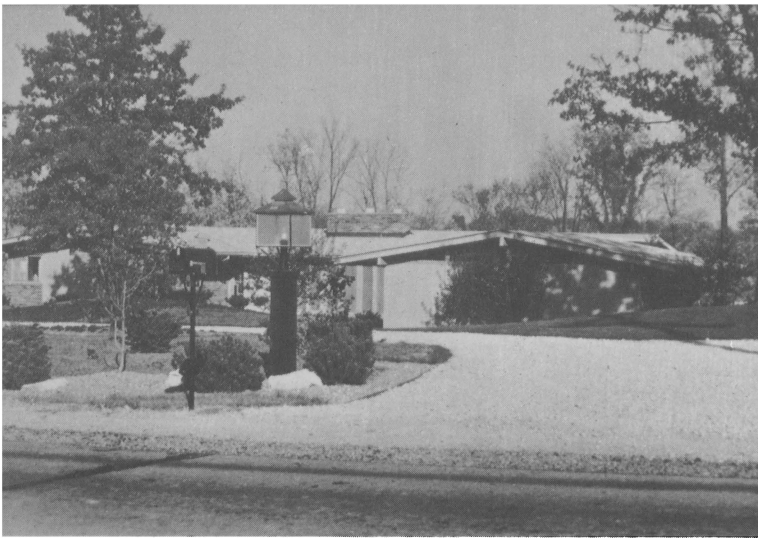
How do you go about making the surveys? Choose ten homes, one to be yours. They can be in your neighborhood, or places you might see on trips or tours. You need not identify them by name, simply use a number. You retain the key to the numbers. Observe and analyze what you see, or in other words—look carefully at what others have done. Look not just to see, but to learn.

Record your findings. The suggested form will enable you to have uniform reports.

SURVEY FORM		Home No. 1
<u>Assets (Good Things)</u>	<u>Liabilities (Not so Good)</u>	
Safe, convenient driveway.	Very little grass on steep terrace.	
Play area for small children.	Old trees with roots above ground.	
Attractive and inviting front entrance.	Garage too small for present car.	
Etc. - Etc. - Etc.	Etc. - Etc. - Etc.	
<u>Alternative Plans For Reducing Liabilities</u>		
Plant ground covering on steep terrace or sod area.		
Remove old trees (no alternative). Replace two in back yard.		
Enlarge garage, or remodel it as a den and build a carport near utility room.		
Etc. - Etc. - Etc.		

This example is by no means complete, but it gives you an idea of things to observe. In some instances, the assets will far outnumber the liabilities. In others, the reverse will be true.





**This informal and welcoming front yard planting features a wide and functional driveway.**



**The grid pattern and rough pebble surface break up the monotony of large areas of concrete paving.**

You can see many attractive homes on a drive through a town or the country. You may be impressed by a particular place without recognizing any of the trees or shrubs by name. The total impression is due to orderliness of areas, plant location, and simplicity of layout rather than to a particular variety of tree or shrub. So don't be concerned about details at first.

You will see some homes that are not attractive. This may be a result of a monotonous planting of overgrown, poorly selected evergreens. Too many undesirable trees, set in straight rows, may be the offenders. Or, instead of a nice open lawn, you may see yard ornaments of questionable artistic nature.

### **EVALUATE WHAT YOU SEE**

It will be difficult to evaluate these homes since you will be viewing them with your set of values. The people who live there may have different values. But this is an exercise to develop your sense of observation; you simply diagnose the situation as you see it, you do not have to effect a remedy.

#### **Drives and Walks:**

Each place will be different, but suppose you start with the *approach* or public access to the home. (Use a memo pad for listing assets and liabilities.) How do you get from the street or highway to the privacy of the house? Think of questions that will provoke discussion among members of your group and help you evaluate your ideas. Here are a few to get you started.

Is the approach easy to see? Is it safe? Does the driver have an unobstructed view in both directions? Do drivers have to back out into the street or highway? What about the sharpness of the curve? Is it necessary

to swing out before making the turn? What are your conclusions regarding the safety?

The drive is usually placed on the service side of the house for convenient access to the kitchen, garage, street or road. Are there factors which would make another location more desirable? Is the drive well placed in relation to the front door? Is the drive wide enough? Would a parked car block the drive? Is there room in the parking area to back and turn easily? Use a car to determine this. If there is no walk next to the drive, can you get out of the car without stepping on grass or plants?

What is the surfacing material? Does it appear to be satisfactory? Is it too rough, too smooth, or just right? Did the cost of the surfacing material enter into the picture? The more expensive but most desirable materials for driveway surfaces are concrete and black top or similar composition surfaces. Gravel is less expensive and is quite satisfactory in many instances. Gravel is difficult to use on steep grades because of the erosion problem. Local materials, such as cinders or mine by-products are inexpensive surfacing materials, but they usually are not as satisfactory. Can you think of some reasons for this?

Does the drive slope sharply up or down causing the car bumper to scrape or the pan to drag? Does the drive have proper drainage? Does the drive have alternate uses—such as a tricycle speedway?

Is there a level place to park the car? Would the installation of a bumper, such as a wooden block driven into the ground, prevent cars from going beyond their parking boundaries? Where can you park additional cars? Toy cars and trucks are fine for trying out various driveway and parking ideas, but use real cars for the final check.





**A front door approached on large concrete pads, cast in the ground of an entry garden.**



**Units of brick interplanted with ground cover serve as functional and interesting stepping stones.**

Many of the things mentioned here fall under the category of convenience. What about the attractiveness of the entrance and drive? Does the approach seem to extend an invitation? Do the plantings provide year around beauty? Is there shade for the parking area? This is especially important in summer. Notice the kinds of trees. Elms, Albizza (mimosa) and others have aphids. These insects secrete a sticky substance that plays havoc with the paint on an automobile. Such trees would be a bad choice for the parking area.

Does the garage or carport pass inspection? Is the door left open most of the time? Does this present problems?

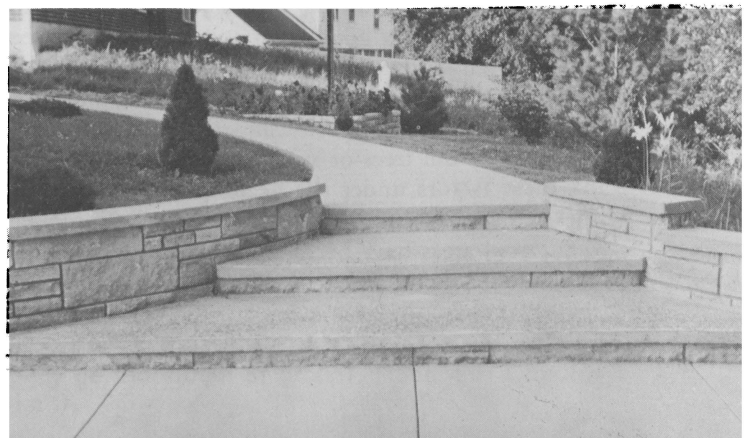
Walks are an important part of the landscape of a small home. They should be adequate in size and conveniently located. But what is the proper size? Consider how they are to be used. Will two people be walking together or is it a single file walk? Are the plantings too close to the walk or path? Are there uneven places which are safety hazards?

Walks are used mainly for appearance, to indicate direction of doors and for utility or convenience. They are constructed of materials that are interesting in color, texture, and shape. Suitable materials include concrete, brick, stepping stones, flagstone, gravel, and cinders. Consider the disadvantages of some of these when planning your alternative suggestions. Using stepping stones as an example, if they are not properly set, it is very difficult to walk in a comfortable manner. Place some pieces of paper (cut to resemble stepping stones) on the floor. Try taking your usual size steps. This should give you an idea of the correct distance for placing them. And you found they should be at least a foot square, didn't you?

**Broad concrete steps with wide treads and gravel surface are functional, attractive, and safe.**

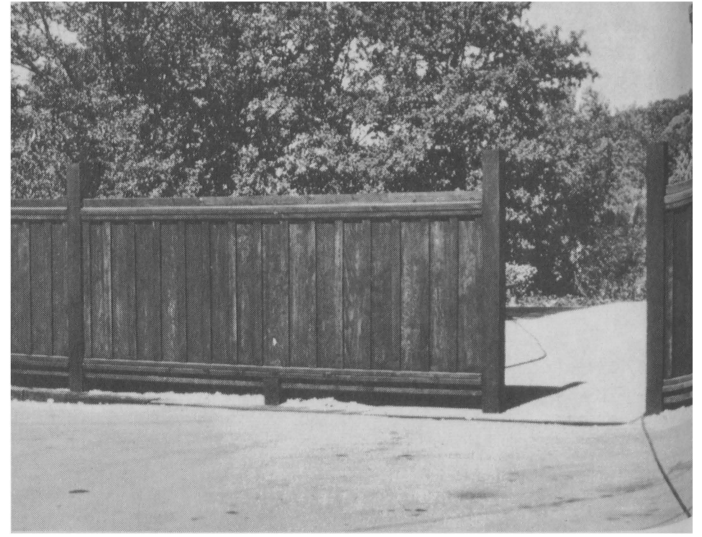


**This brick walk laid in a basket weave pattern has ample width for two people to walk side by side.**





**A baffle around a bedroom patio stops wind and screens view from neighboring houses.**



**This cedar board fence creates a definite visual separation between living area and driveway.**

They should be set slightly higher than the surrounding ground or you will have a little pond of water after each rain. Think of maintenance problems.

Are there steps anywhere? Are they safe and easy to climb? Single steps are often hazardous unless they are well marked by day and well lighted by night.

Can guests find the front door easily? Especially at night? Are the entrance plantings attractive? Do they complement the house or do they overpower it or seem more important than the house itself? Is there shelter from weather for the person who waits to be let in? Is this spot interesting and welcoming as an entrance hall?

#### **Indoor-Outdoor Relationships:**

The development of outdoor space for living can give the interior rooms an entirely new dimension. Survey situations from both indoors and outdoors. Check to see possible garden views or distant views from the windows of the house. A distant view can create an interesting point in the landscape. Has the patio been built so that it is visually an extension of the living room? Would a kitchen patio be more useful in some places?

One of the first considerations in developing an outdoor living area is to secure privacy. This may mean enclosing an area with a hedge, border planting, fence, or other structures. How do the places you are evaluating rate in this respect? A good lawn and well chosen trees are important features of the outdoor living area. An open lawn serves many recreational purposes, and gives a sense of freedom and spaciousness to the private area. Shade, either from trees or structures, provides comfort. Rank these factors under the headings of assets or liabilities.

Surfaced areas have become important design units in the outdoor living area. How many kinds of surfacing

materials have you encountered while surveying patios? Does each seem to be suitable for its intended use? Did you find someone attempting to level a table placed on a bed of gravel? The basic surfacing types are concrete or asphalt for heavy traffic, brick, pebbles, gravel, and treated wood for less used areas. Patterns formed by each of these surfacing elements can add or detract from the total composition. Simple forms and patterns are considered best.

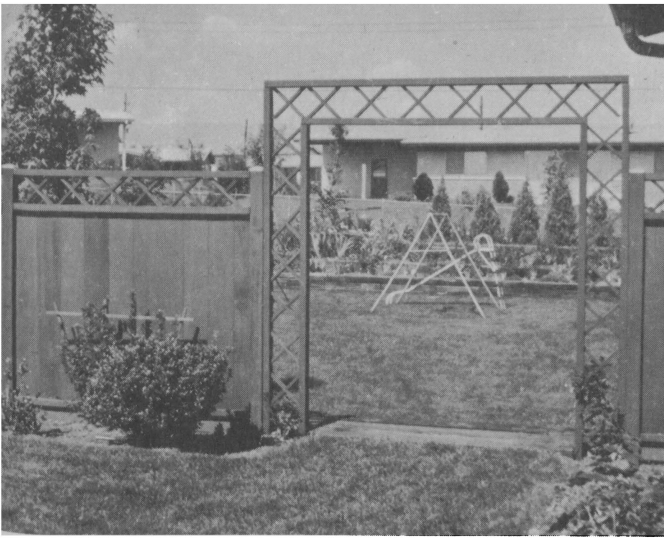
Color of surfacing can become a problem. It should be pleasing and harmonious and in keeping with the type of architecture. Gray concrete is usually a safer color than greens or reds.

The color and texture as well as the type of the surfacing material will affect light and heat reflections. Have you noticed glare on some surfaces? And can you imagine what it would be like to walk barefoot on an unshaded area of asphalt on the 4th of July?

One more word about cost of surfacing material, whether for drive, patio, or service area. Consider cost in relation to need for replacement. For example, do a little figuring on gravel and chat vs. concrete.

Has provision been made for lighting the outdoor living area? The same rules for indoor lighting can be applied to outdoor lighting. Over-all light should be soft and subdued with brighter light reserved for recreation areas, dining spots, and decorative effects. How many types of outdoor lighting can you name? Some publications list:

*safety lighting  
security lighting  
general lighting  
special area lighting  
novelty lighting*



**The high fence separates the outdoor living area from children's play area and vegetable garden.**

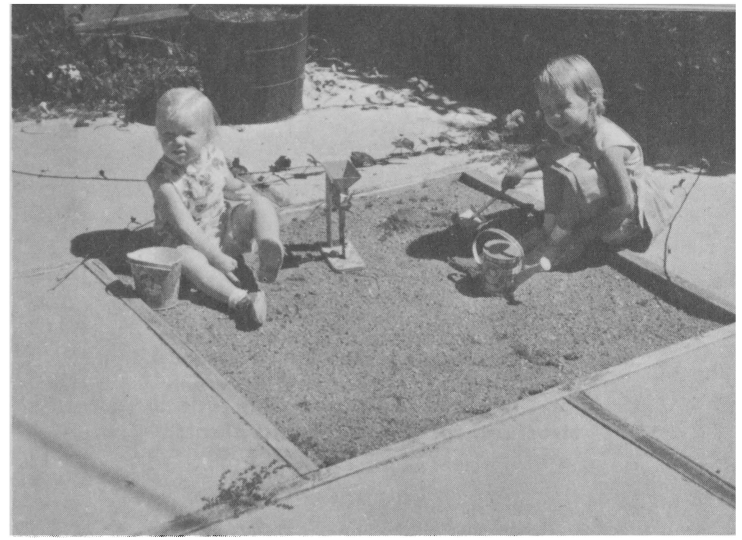
How many types do you have? Are there any you wish to add? Since this is a specialized field, you will want to consult a trained electrician. Faulty electrical systems are hazardous. Regardless of what you intend to do, lighting would make a most interesting study. Why not invite a trained electrician who is interested in outdoor lighting to talk to your group. He would have illustrations and samples, no doubt. In the meantime, collect pictures of various types of outdoor lighting for your notebook.

An interesting activity for you or your club could center around a neighborhood check for well-lighted homes.

The shrubs and features used in this outdoor living area should provide as many interesting and pleasant views from as many rooms in the house as possible. Study the view from windows, porches, and other areas, noting the location of specimen trees, plants, flower beds, and architectural features that offer pleasing views. The outdoor living area will be one of the most difficult to evaluate because you will not be aware of the family's need. You should be able to do a good job with yours, however. Invite the cooperation of your family and list the requirements for your outdoor living area before you start work.

#### **Areas for Work and Play:**

Is there an area that might be called an "outdoor family room?" Are there places to work and play? Where are they located? Is the work area screened from the outdoor living area by plants or structures? Do any of the service areas have a dual role? It is smart to make this space flexible if possible. Can the play area for small children be supervised by mother as she is working in the kitchen? Can the space devoted to swings and other play



**A sand box in a paved patio can be converted to flowers for interest or paved when children grow up.**

equipment become a rose garden later? This may be dependent on the surfacing used. Sawdust, sand, or shredded bark are soft surfacing materials good for play areas for little tots. These materials can be readily incorporated into the soil later for a flower or vegetable garden. They have some disadvantages: they must be replaced often; they are messy, wet or dry; and the area cannot be used during bad weather. Concrete and asphalt are other possible surfacing materials. The advantages and disadvantages of these and other materials mentioned for patios apply here, also.

Grass can be used in the play area if a reasonable amount of caution is used. Certain kinds of grass such as tall fescue seem to hold up better than bluegrass.

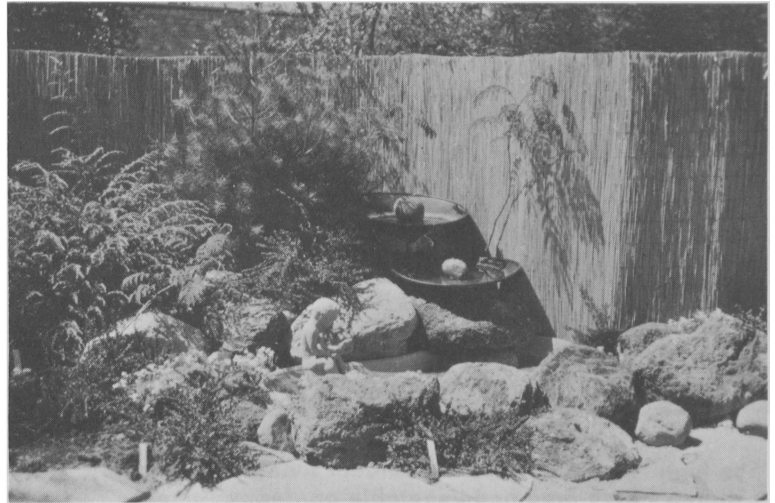
Shade is important for some work and play areas. The particular time of day when shade is needed will depend on various activities. You may wish to question the occupants regarding their activities before forming your opinion.

Does the lady of the house enjoy arranging flowers? If so, she likely has a cutting garden. Is it in a spot where it will get sufficient sun? What about water? Is there a connection for the hose nearby? And while we're thinking about water—is there a place where one can get a drink without going inside? Some mothers of small children consider a water fountain near the play area the best of investments.

What about play areas for older youth and adults? Has sufficient space been left for various kinds of games? If you are including such an area in your alternative plan, you may need to have a refresher course in space requirements. There are books with this information or your physical education instructor could help you. Some people just want a place to relax and rest. Any one in your family in this category?



**This garden illustrates a harmonious relationship between structure, rocks, water, and plants.**



Is the work area conveniently arranged? Even though the homemaker may use a drier, she probably wants a spot in the service area for a line or some device for drying clothes. Check stores or catalogues for ideas on equipment. If garbage cans are used, are they in a convenient but hidden spot? This may be difficult to arrange but it is worth the effort. What about storage for fuel? Is there an incinerator for burning trash? Is it a safe distance from buildings? Using an outdoor fireplace as an incinerator is not a good practice.

Are storage needs being properly met? Where are the tools and lawn mower? What about sports equipment, boats, and such?

Do you see a compost bin? Is there a place for a "real gardener" to do some experimental work? Maybe you will have the pleasure of seeing a hobby garden, such as herbs or prize dahlias.

#### **General Appearance:**

In reviewing some of the things to look for in your surveys, do not overlook general appearance. What do you see as you approach the place? Is the site pleasing? Has a general plan been worked out that will make the best use of the ground and meet the requirements of the family? Have maintenance problems been given consideration? Is it neat and orderly?

Individuality in landscaping will result from the development of a landscape plan that provides a pleasing setting for the home, reflects the personality of the owner and his family, and incorporates the needs of the family. These characteristics will vary with each home and family.

You need not think in terms of sharply defined separate living, work, and play areas; but rather, how all three may overlap and be interrelated, yet continue to function well.

#### **OTHER SOURCES OF HELP**

In addition to analyzing actual examples of the various elements of landscape design, train yourself to look critically and appreciatively at garden books and magazines. Your librarian can assist you with your bibliography.

Review the notebooks you have made in previous home grounds projects. Continue to add information. Make a collection of ideas you can adapt to your particular home.

Discuss garden ideas and problems with your neighbors, horticulturists, and nurserymen. You may be pleasantly surprised at your own growing store of garden knowledge.

#### **PRINCIPLES OF PLANNING**

Up to now, you have been considering mostly the practical aspects of garden design. But you have, no doubt, observed art principles whether you were aware of them or not.

The ultimate purpose of all artistic effort is to achieve *unity*—to create the sense of completeness. The cardinal principle is *simplicity*. Far too many gardens have too much of everything, seemingly assembled on the assumption that the eye can focus on all corners at the same time.

The second principle is that of *scale* or proportion. Scale is easy to see but hard to define. It is simple to say something is out of proportion, but difficult to explain why it is. For example: When we say, "The front walk is too narrow," is it because it is actually too narrow for comfortable walking or is it because it is visually too narrow to suit the proportions of the entrance to the house? A good example of proper scale is that of a large



**An entrance court can provide partial shelter and create an inviting outdoor reception room.**

shade tree set in a spacious lawn. In a small area it would look crowded.

*Balance*, the third principle, is self explanatory. But just for fun—do some experimenting with the teeter-totter idea. Review the principles of symmetrical and assymetrical arrangements. People fail to associate balance with all things. It is difficult to note that the sum total of values, whether they be mass, color, line or texture, must be equalized on each side of a real or imaginary axis.

Gardens can be complete in almost every sense and yet seem quite ordinary—without that special something that comes from an introduction of *rhythm* or sequence. It is this element that can make a garden “come to life”. Your eye should move easily from one spot to the next.

*Focus*, is the directing of one’s eyes to a particular feature which by position or contrast demands major attention.

All of these art principles are combined to give a sense of *harmony*. A garden can be a quiet, restful place, but also exhilarating at the same time.

Are you aware that beauty can be gained by small touches? Adding color, softening a line, enriching with plant textures, using sculpture, pools, or fountains—these are a few of the possibilities and it is with these small touches that one is best able to show individuality.

### **PLANNING YOUR LINE OF ACTION**

General landscape principles are the same everywhere, but each home presents individual problems. Many of these depend on the personal taste of the owner and the natural surroundings of the site.

You should feel better qualified to work on your own place now that you have surveyed the work of

others, have read garden books and magazines, and have talked with experts in the field of landscaping.

The more time you take to plan, the easier, and the more economical and efficient, will be the actual construction and planting. It is far easier to change a line on paper than to move a tree or to change bricks or concrete once they are installed.

In making any sort of a plan, first establish the overall pattern. What do you really want and need? An inventory of your family’s needs will help you organize your thinking to make a livable, useful, and attractive setting for your home. For example, if you have small brothers or sisters, your mother will want their play area located so she can see them from the kitchen window. Still another example—if your family likes outdoor games, you should become familiar with space needed and other requirements. What does the site seem to demand? What can you afford—both financially and physically?

Next, plan your garden area by area. If this project has been going on for several years, your present assignment may be a review or a revision of plans. Check the design principles mentioned here with your ideas or previous plans. Think first of where you are focusing major attention. It may be on the front door, but it could be on an architectural or sculptural feature. Does your plan indicate that simplicity is the key note? Is your scheme in scale with the house? Does the sketch of what you propose to do seem balanced or unbalanced? Interesting or ordinary?

Try alternate plans if your work schedule calls for walks, drives, or parking areas.

If you have a patio, does it live up to its fullest potential by providing year-around beauty? You may not

be using it as a patio during the winter, but it will be a part of the house if you have planned it well.

Take a good look at the over-all picture. You can test your sense of design by looking for tricky curves, ugly angles, and poorly proportioned structures and plantings. Look for shrubs that have outgrown their beauty, crowded plantings, cluttered accessories, and lack of orderliness in general.

Pretend to be a person who has never seen your place before, then answer these questions: (Refer to 4-H Circular 196 "Plan & Plant for Beauty" for answers.)

Which trees and shrubs are worth saving?

Could some good plants be moved to a better location?

Is the lawn in good condition?

Are there spots where ground cover should be used?

Are the plantings growing nicely?

Are there indications of pests and disease, or evidence of a lack of proper feeding and watering?

Do you see the need for pruning?

Are flowers used to their best advantage?

Do lighting details provide for beauty as well as for safety and convenience?

Have all hazards, real and potential, been removed.

The success of your planning efforts will depend upon your answers to these and similar questions. In your planning, try to think first of fundamentals—details later. Visualize what the finished job will look like. For example, have you framed interesting views and screened out unattractive ones? Do the house and surrounding areas seem to be one? In other words, are you pleased with what you see?

### **PUT YOUR PLAN ON PAPER**

Pencil-thinking is a good activity. It is amazing how ideas will develop and mistakes show up when you are planning on paper. This drawing should be one you can actually use, so choose a scale that is easy for you. Any good book or magazine on landscaping will have examples suggesting symbols. Use numbers, with an accompanying key, rather than attempting to write on the drawing. Indicate North on your paper. Include location of buildings, utility features, walks, drives, trees and other plantings. Anything that is to be removed soon may be omitted. Careful measurements will result in all areas being in scale and in proper proportion to the actual space on the ground.

Sketch various possibilities. Use tracing paper placed over your master plan to enable you to see how ideas look before you choose a final one.

A flat drawing must be visualized in 3 dimensions. This requires skill. Pictures taken at different angles will help you to see the height and width or depth of present plantings. Study them by comparing them to your paper plan. Try to picture future plantings in the same way.

### **WHAT PLANT MATERIAL?**

What plant material does your plan call for? Trees? Shrubs? Flowers? Have you considered the purpose for the plant material? Purely ornamental? Shade? Screening? Ground cover? Establishing boundaries? Providing privacy? Keeping dust out? Emphasizing or minimizing architectural lines? Providing texture and color? Fragrance?

How are you to select from the bewildering number that are available? Think of these three things: the purpose the plant material is to serve; the eventual size and shape; the structural requirements.

Before selecting any tree, shrub or flower, consider the following points (given in the order of importance):

1. Cultural requirements—Is the plant hardy? What kind of soil is best for plants? What amount of sun or shade is needed or tolerated? What about moisture requirements? Are special maintenance requirements needed? Is the plant susceptible to pests and diseases?
2. Ultimate height—Is it too tall or not tall enough for the particular spot? Can it be kept at a certain height and still retain its nice appearance?
3. Shape or form—Is it suitable for the location and purpose?
4. Ornamental features—Is it attractive for a length of time or for just one week in the year? Is the type of plant in keeping with the style of buildings? Do the texture and color harmonize with structures?

With such an abundance of plant material to choose from, you may be tempted to include one of everything. But remember, too much variety results in confusion. The design principles you learned earlier will be violated. Unity will be more easily acquired if you use several plants of each kind. But don't let this discourage you from learning as much as you can about plant materials. It's fun and profitable to get acquainted with a wide variety, even though you won't ever grow them.

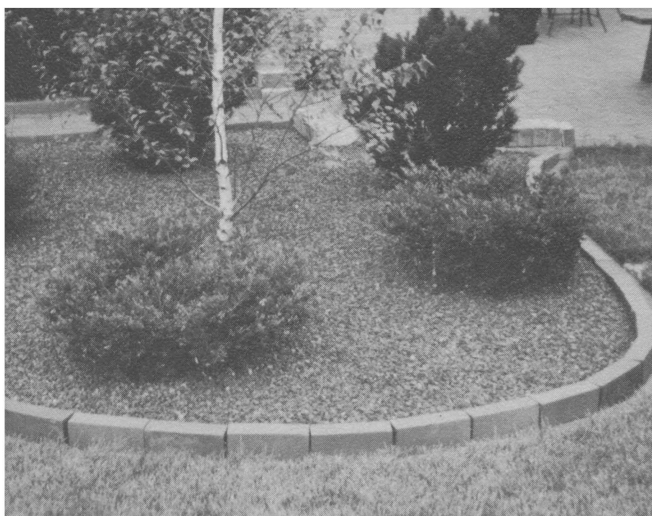
Review your reports from previous projects. You should have a rather sizeable list of trees, shrubs, and flowers that you can identify. Do you know something of the cultural requirements of many of them?

Continue making lists (as suggested in report form). Be selective in your choices or classify them according to their assets or liabilities. You may wish to note some particular features of a certain variety rather than merely listing the plant group. This will be more meaningful to you than the classified lists prepared by others.

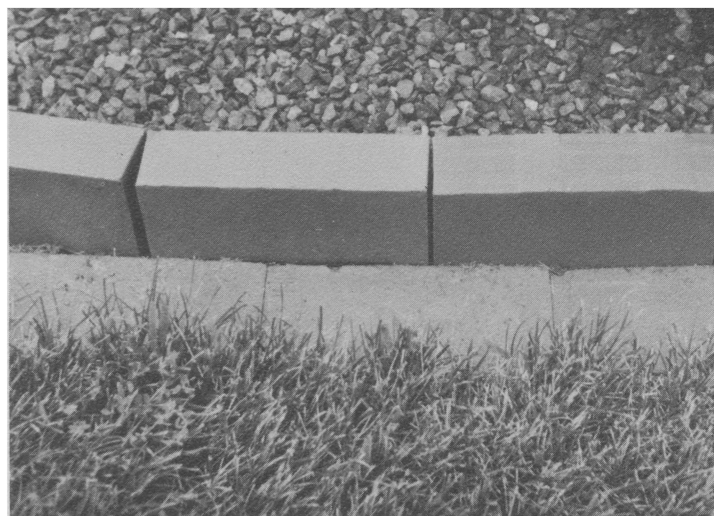
### **TEST YOUR PLAN**

With sketches in mind, "stake out" the additions or revision you are about to make. Use short stakes to locate walks and drives, taller stakes for borders and other plantings. Vary the height of the stakes to indicate high,





**Use of rock mulches reduces maintenance, enhances plantings and creates a strong feeling of design.**



**One brick up and one down provides a mowing strip that separates gravel mulch from the lawn.**

medium, and low plantings. Bamboo fishing poles make good trees.

Stretch string or cord between stakes to help define areas. Use the garden hose for long curving lines.

### **ARRANGE A WORK SCHEDULE**

After the general plan is complete, think of priorities for your work schedule. The season of the year may influence your decision to do certain things. After all, one must plant at the right time of the year and when weather conditions are favorable.

Construction of walks or drives or buildings may be postponed because of the necessity to do actual planting. A flexible schedule will enable you to “put first things first” but will help you get all jobs finished—that is, if you take your work schedule seriously.

The order of your schedule is an individual matter but no doubt it will follow the general pattern of: *Selection—Arrangement—Maintenance*. The first two have been discussed rather fully in this publication, but maintenance must not be overlooked. Maintenance means cutting the grass and trimming the shrubs, removing old flower heads, pulling weeds, spraying bugs, feeding, and watering.

The only garden which has no maintenance problems is the one which is all paving, walls, and buildings, or that which is left completely to nature. However, it is possible to have a happy medium. How can you reduce garden work? Try some of these suggestions:

*Lawn*—In small places use grass only where you want to walk or sit on it. If the walking is to be heavy, substitute paving. In other areas substitute ground covers, such as ivy, myrtle, or low spreading shrubs. Think of the operation of a lawn mower when placing structures or plant material in the lawn.

In areas large enough for power mowing, grass is still the most practical and pleasant surface.

*Flowers*—For color and beauty, concentrate on relatively permanent perennials or colorful shrubs and trees. Choose them carefully to insure long periods of bloom. If you want to have flowers, (annuals or perennials) or herbs, try planting them in raised beds which eliminate stooping, protect the plants, and make an attractive pattern all year.

*Trimmed Hedges, Shrubs, and Trees*—Study plant growth to avoid laborious and deforming trimming by selecting kinds whose ultimate natural size and shape will be most nearly correct. Most woody plants, however, require occasional careful and intelligent pruning. Do you agree that fences and walls provide privacy and screening with less maintenance than shrubs? Remember that having fewer kinds of plants reduces work. This does not mean that the shorter the plant list the better the garden—this condition could produce more work because of other factors.

*Plants Requiring Special Care*—Avoid using these unless you have the desire and the time and ability to care for them.

*Other Factors*—Plan a garden work center so equipment is conveniently and easily stored. Keep equipment in good condition. Provide ramps and large openings for wheeled tools and equipment.

Follow good practices for watering, weeding, cultivating and fertilizing, pruning and spraying, seeding, planting, and transplanting.

A well-planned maintenance program must be a part of the design of the garden, whether simple or elaborate. It will be useless for you to work on a beautiful lawn unless you intend to mow, feed, and water it. If you want a flower border that is lovely from early spring to late fall, are you willing to divide perennials, lift, store, and replant bulbs, transplant annuals, and do other similar chores? Even the most common trees and shrubs need attention—so don your work clothes and have fun!



Issued in furtherance of cooperative extension work, acts of May 8 and June 30, 1914, in cooperation with the United States Department of Agriculture. C. B. Ratchford, Director, Cooperative Extension Service, University of Missouri, Columbia, Mo.



# Your Home-- Make It Beautiful Record Blank



Name \_\_\_\_\_ Address \_\_\_\_\_

Age \_\_\_\_\_ Club \_\_\_\_\_

Years Enrolled in Home Grounds \_\_\_\_\_ Leader \_\_\_\_\_

Parents' Name \_\_\_\_\_

## My Participation:

Club meetings attended during year \_\_\_\_\_. Project meetings held \_\_\_\_\_. Project meetings attended \_\_\_\_\_.

Number of demonstrations given at: project meetings \_\_\_\_\_, community club meetings \_\_\_\_\_, county meetings \_\_\_\_\_, district meetings \_\_\_\_\_, and state meetings \_\_\_\_\_.

Number of times participated in judging work in: project meetings \_\_\_\_\_, county \_\_\_\_\_, district \_\_\_\_\_, state \_\_\_\_\_, interstate \_\_\_\_\_.

Number of exhibits made in: community \_\_\_\_\_, county \_\_\_\_\_, district \_\_\_\_\_, state \_\_\_\_\_, interstate \_\_\_\_\_.

## Participated In:

County Achievement Day \_\_\_\_\_, District Achievement Day \_\_\_\_\_, State Achievement Day \_\_\_\_\_, national contests \_\_\_\_\_, county fair or show \_\_\_\_\_, district fair \_\_\_\_\_, State fair \_\_\_\_\_, Interstate Show \_\_\_\_\_, marketing days \_\_\_\_\_, county camp \_\_\_\_\_, district camp \_\_\_\_\_, State Club Week \_\_\_\_\_, National Club Congress or National 4-H Conference \_\_\_\_\_.

Number of news stories published \_\_\_\_\_. Number of radio and T.V. programs participated in \_\_\_\_\_.  
Number of public speeches made \_\_\_\_\_.

Served on \_\_\_\_\_ standing committee in club.

## PROJECT REQUIREMENTS

If you enroll in this project, your club leader will expect you to complete the following:

1. Continue plans developed in previous projects by:
  - A. Adding to or revising plans.
  - B. Preparing a time schedule for proposed action.
  - C. Putting plan into action.
  - D. Recording work done.
2. Inaugurate at least one new idea, such as lighting the outdoor living area or making a patio.
3. Assume a major maintenance responsibility, such as caring for the lawn.
4. Acquire additional information relative to project through:
  - A. Observing and analyzing a minimum of ten home ground situations (suggested procedure for surveys given in bulletin).
  - B. Making up alternate plans for a minimum of five of above surveys.
5. Prepare a bibliography relating to landscaping.
6. Devise and carry out at least five activities (may be individual or group). (See 4-H Circular 196, "Plan and Plant For Beauty" for suggestions).



SUMMARY OF ACHIEVEMENT

1. Plans for work to be done in project:

What I Intend To Do	Proposed Time Schedule	Date Finished

2. Maintenance responsibilities I assumed:


3. New plant material I can identify:

Trees	Shrubs

Flowers	

4. I gave \_\_\_\_\_ demonstration:

<u>Title of demonstration</u>	<u>For whom given</u>	<u>Where</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

5. I exhibited:

<u>What</u>	<u>Where</u>	<u>Rating</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

6. Bibliography (books and magazines relating to project).

<u>Books</u>	<u>Magazines</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

7. List of activities devised and carried out: (I'll tell you about them in my story).

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

8. Survey -- attach ten extra sheets of paper (one for each survey). Use survey form given on page 3 of bulletin.

9. Story -- attach extra sheets for a story on your projects. Tell about some of things you did--- what you especially enjoyed---things that seemed to bring the most pleasure to others.



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