

Chapter 1

Managers and You in the Workplace

In this introductory chapter, your students will explore the concepts of management, manager skills, and organizations in today's dynamic business environment.

LEARNING OBJECTIVES

1. Tell who managers are and where they work.
 - Know how to manage your time.
2. Explain why managers are important to organizations.
3. Describe the functions, roles, and skills of managers.
 - Develop your skill at being politically aware.
4. Describe the factors that are reshaping and redefining the manager's job.
5. Explain the value of studying management.

It's Your Career

The ABC's of Managing Your Time

Time is a unique and valuable resource and focusing on time management is one aspect of management that can be tremendously useful to students in their lives. This chapter opens with an emphasis on the importance of time management and outlines the ABCs of managing your time. Time that is wasted can never be replaced and unlike most resources, time is distributed equally across people. We all receive the same amount of time: 24 hours per day or 168 hours each week, but some people are much more efficient at using their allotted time. Here are some suggestions to help you better use your time:

1. Make and keep a list of all your current, upcoming, and routine goals. Know what needs to be done daily, weekly, and monthly.
2. Rank your goals according to importance. Not all goals are of equal importance. Given the limitations on your time, you want to make sure you give highest priority to the most important goals.
3. List the activities/tasks necessary to achieve your goals. What specific actions do you need to take to achieve your goals?
4. Divide these activities/tasks into categories using an A, B, and C classification. The As are important and urgent. Bs are either important or urgent, but not both. Cs are routine—not important nor urgent, but still need to be done.
5. Schedule your activities/tasks according to the priorities you've set. Prepare a daily plan. Every morning, or at the end of the previous workday, make a list of the five or so most important things you want to do for the day. Then set priorities for the activities listed on the basis of importance and urgency.
6. Plan your to-do list each day so that it includes a mixture of A, B, and C activities/ tasks. And it's best to spread the three types of tasks throughout your day so you're not lumping together all your demanding tasks. Also, be realistic about what you can achieve in a given time period.
7. Recognize that technology makes it too easy to stay connected. Just think for a moment how many phone calls, e-mails, texts, postings on social media, and unscheduled visitors you receive on a typical day. Some are essential to the tasks at hand, while others are distractions that do not require immediate attention. Prioritize the importance of this information.

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Michal Rosen-Zvi



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