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4 Principles Managers Obey: The common duties of a manager are planning, organization, leading, and controlling

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The input of managers into an organization may determine how well they meet their goals. By obeying the 4 principles of planning, organization, leading, and controlling, managers can effectively carry out their roles.

**Planning.** When managers plan, they set goals and establish steps to achieve them. They use a reasonable timeline in order to coordinate the steps with the goals. Managers focus their attention on the environmental conditions of the financial landscape, the competition, and the potential clients relevant to their industry or organization. This analysis will support them as they decide on future conditions. A reflective attitude will lead managers to develop multiple routes and steps to reach their goals. Managers will apply their decision-making skills to choose the best route or routes for their employees. Therefore, managers are able to establish pathways to their goals by monitoring the success rate of their decision making. The choices managers have developed allow them to enhance their decision making.

**Types of plans.** There are several types of plans, ranging from short to long-term. The long-term plan is a strategic plan. It is an examination of the organization’s opportunities, threats, strengths, and weaknesses. The analysis will determine how managers decide to run their organization. The tactical plan will include the details of the strategic plan. The operational plan is the short-term plan. The operational plan specifies steps to achieve the goals, while respecting the other two plans. Managers use their planning and apply it to the organizational structure.
**Organization.** The purpose of an organizational principle is to mobilize the resources so goals are accomplished. Managers use an organizational chart for a visual insight. The chart shows the most efficient way that a duty can be performed. Managers determine the most efficient way to go about assigning individuals to perform each duty. This organization results in an efficient approach to clarifying what needs to be accomplished and who is able to perform it. Managers increase productivity by deciding who will work well as a team. Team collaboration will enhance the work environment, turning it into a positive, productive work force. When the goals are planned and organized, managers have to apply leadership qualities.

**Leading.** When managers lead effectively, their actions inspire positive results from their employees. Managers apply behavioral sciences to influence their leadership qualities. Understanding personalities and job attitudes contributes to their enhancement of leadership. Managers motivate and communicate positively, which results in efficient productivity. Managers’ actions are extremely powerful in the work force. Planning, organization, and leading require managers to apply the controlling aspect of management.

**Controlling.** Managers have a clear knowledge of the objectives to fulfill their controlling duties. Managers compare the performances to the standards. Analyzing performances provides managers with a clear understanding of how successful the organization is. If the performances are below standards, managers are able to recognize this problem and take immediate action.

A manager’s mission is to achieve goals while creating a positive, productive work environment. The four principles of planning, organization, leading, and controlling enhance managers’ ability to perform this role.