



MANAGEMENT BLUNDERS: TEN COMMON MISTAKES ANY MANAGER CAN MAKE



A life spent making mistakes is not only more honorable, but more useful than a life spent doing nothing.

George Bernard Shaw (1856 - 1950)

- 1. Not Making the Transition from Worker to Manager**
Becoming a manager requires the development of a whole new set of business skills: People skills. When you were a worker, you were basically responsible for yourself. Now, you are responsible for the results of others. Sometimes it is a tough transition, but with the proper tools and assistance, it will be a satisfying transition.
- 2. Failing to Delegate**
Rule #1. You can't do everything yourself. And even if you could that would not be the most effective use of your time as a manager. When you delegate work to your employees, you multiply the amount of work that you can do. You also create opportunities for your staff to develop their work and leadership skills
- 3. Not Setting Goals with Employees**
Effective performance starts with clear goals. If you don't set goals with your employees, the result is often an organization that has no direction and employees who have few challenges and therefore have little motivation to do anything but show up for work and collect a paycheck. It is up to you as a manager to meet with your employees to develop realistic, attainable goals and guide them in their efforts to achieve the organization's vision.
- 4. Failing to Communicate**
Some managers control information to ensure that they are the most knowledgeable, and therefore the most valuable individual in their organization. This is not a good manager. The widespread dissemination of information throughout an organization and the free exchange of information is essential to the health of today's organization. Employees must be empowered with information so that they can make the best decisions at the lowest possible level in the organization, quickly and without the approval of higher-ups. Trust your staff and allow them to be the best they can be.
- 5. Failing to learn**
Today, more than at any other time, managers must be ready to change if the situation changes. You need only think of some previously very successful companies that recently failed to understand this mistake. These managers failed to recognize the changing climate of their business and insisted on doing "business as usual"

6. Resisting Change

Don't fool yourself that you can stop change. Instead, concentrate your efforts on taking actions that make a positive difference in your business life. Learn how to adapt to change and use it to your advantage instead of spending your energy fighting it. The best path of all is to proactively anticipate the changes that are coming your way and make plans to address them before they hit your organization. Ignoring the need to change will not make that need go away. The smartest managers keep up with trends and changes in their industry and are the leaders, not the followers, when change is necessary.

7. Not Making Time for Employees

Managers must recognize that they are different things to different people. Whether you are considered a resource, a trusted associate, a mentor or a coach, there is one common thread. Your employees need your time and your guidance during the course of their careers. Managing is a "people" job - you need to make time for people. Make sure you're available. Put aside your work, ignore your phone, and give your employee your undivided attention. Really hear what they say. You will be a better manager and your company will be a better company.

8. Not recognizing Employee Achievements

In these days of constant change, down sizing, and increased worker uncertainty, finding ways to recognize your employees for the good work they do is more important than ever. The most effective reward, personal and written recognition from one's manager, doesn't cost a thing. You should never be so busy that you can't take the time to recognize your employees' achievements. Their successes are your success. This is one management responsibility that cannot be put off. **JUST DO IT!**

9. Going for the Quick Fix Over the Lasting Solution

Every manager loves to solve problems and fix parts of his or her organization that are broken. The constant challenge of the new and unexpected attracts many people to management. Unfortunately, some mediocre managers depend on quick fixes and fail to look deeply into the problem. The best managers seek out long-term solutions to the problems of their organizations. take your time and look for the cause of the problem, then you can develop real solutions that have a lasting effect.

10. Taking It All Too Seriously

Yes, business is a serious business. You know how serious when you go over budget or the company's new product fails to catch on and the red ink starts to gush. But in spite of, or maybe because of, these serious situations that managers carry on their shoulders, you must maintain a sense of humor and foster an environment that is fun. Have potluck lunches at the office, go out after work as a group, surprise employees with special awards for things such as the strangest tie or the best joke of the week. Make doing a good job for your company fun. Don't be a stick in the mud. Live every day as if it were your last.

