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THE JOB OF MANAGEMENT

DECISION MAKING

1. FULLY UNDERSTAND THE PROBLEM
2. IDENTIFY GOALS AFFECTED BY THE PROBLEM
3. IDENTIFY ALTERNATIVE SOLUTIONS
4. EVALUATE THE ALTERNATIVES
5. MAKE A CHOICE

PLANNING

1. SETTING YOUR GOALS
2. FORECASTING
3. PROBLEM SOLVING
4. POLICIES, PROCEDURES AND STRATEGIES
5. BUDGETING

ORGANIZING

1. LISTING THE TASKS
2. ASSIGNING DUTIES
3. THE HUMAN FACTOR
4. DELEGATION OF AUTHORITY
5. REORGANIZATION

DIRECTING

1. LEADERSHIP
2. COMMUNICATION
3. MOTIVATION

CONTROLLING

1. ESTABLISHING STANDARDS
2. MEASURING PERFORMANCE
3. CORRECTING DEVIATIONS

