



# ***Management Strategies Report***

***The 10 most impactful things  
a manager can do to make  
a difference in their organization***

**Wondering** what it takes to be an effective manager/leader? Review this list compiled from our experience working with thousands of managers over the past three decades.



1. **Be Principled**- people like to know where they stand and what to expect from a manager. You won't have the knowledge necessary to make every decision, but principles and values create natural criteria for evaluating circumstances
2. **Be Present** – when dealing with others, focus on them and give them your complete attention. Avoid multi-tasking when having any conversation with a subordinate. It sends a message that your other responsibilities are more important than they are. If it's not a good time to talk, simply ask them if they can come back later that day, or better yet, set a time to connect with them.
3. **Be a Teacher**- you have to be able to coach, support your people, and provide feedback; positive when they succeed and constructive when they fall short. If you don't share your knowledge and provide the tools your people need to grow, you'll be stuck in the same position indefinitely.
4. **Be Involving**- get people to be involved in solving problems, making decisions, and setting objectives for your team. People are more committed to things they participate in creating, so make sure that their involvement is early and often.
5. **Be Patient** – allow people to grow and develop. Spend time in coaching and counseling to make sure individuals have the understanding they need to do the job. Don't rush through explanations or instructions in the hopes of trying to work quickly, you'll only have to redo things over and over again. Taking time to clearly communicate may take longer in the short run, (Tactically), but is always shorter in the long run (Strategically).
6. **Be a Conflict Miner**– there is disagreement on almost every team. Sometimes differing views are the foundation of better ideas, faster processes, and more effective systems. Look for the conflict that exists in your team and get it out in the open. Your team and its performance will be better for it.
7. **Be Timely** – Make sure you deliver on time. Keep your schedule tight with meetings and phone calls. When you are late for things it significantly impacts your credibility. If your people can't rely on you to be on time, they may joke about your tardiness, but ultimately it shows up in a general lack of discipline. Believe it or not, people feel disrespected when you are continually late.

8. **Be Willing to Disagree**- civilly and respectfully. Among your peers and supervisors, be willing to disagree and share your disagreements. You are in your position to use your mind and think, rather than just go along with the status quo. If you disagree with a method or direction speak up. I have never met a manager who was bothered by subordinates disagreeing with them when it was done in an appropriate setting and civil manner.
9. **Be a Clear Communicator** – the best managers are clear, concise, and compelling in their communication. They rarely use a 10 dollar word when a 10 cent one will do. They are direct and to the point, yet thorough and specific. They spend the extra time it takes to communicate effectively.
10. **Be a Results Producer** –If you do everything above without producing results, you won't be an effective manager. At the end of the day you have to perform. Conversely, if you perform without any of the traits above, you will achieve results but burn through people and relationships, leaving damage and destruction in your path. The truly effective manager hits on all 10 traits.



If you are not satisfied with how you are performing in any of these areas contact us and learn how you can Become **ADEPT**.



*Better Management. Better Performance.*

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