

Regular Management Tasks

Daily	<ul style="list-style-type: none"> ➤ Management By Walking About ➤ Half an hour of 'getting ahead of the game' time in your diary (this might be thinking, or doing something like investigating a problem, improving a system, etc) ➤ Jobs to do list at end of day
Weekly	<ul style="list-style-type: none"> ➤ Thank everyone who works for you, one to one, for something definable that they have done ➤ Team meeting – just half an hour ➤ One to one coaching of one person per week ➤ Time planning: transfer from your master list to your diary for next week
Monthly	<ul style="list-style-type: none"> ➤ Review each person's progress relative to the goals set at their appraisal ➤ Project progress review meetings for each project ➤ Do a motivation review: sit and think about each person: are they motivated, what challenges have they been given, do they each have ownership of something, what are they learning, what coaching might they need?
Yearly	<ul style="list-style-type: none"> ➤ Appraisals of every person who works for you ➤ Ask the people who work for you "How can I be a better boss?" ➤ Address the troops as one large group, on past present and future ➤ Do between a day and a week of "Back to the Floor" ➤ Review your personal goals and life quality – are you enjoying your work, what's your stress level etc ➤ Go on a course of some sort – get some new ideas ➤ Read a book on the subject of your work (management, selling, negotiating, etc)

