

Chapter 1

Managers and You in the Workplace

In this introductory chapter, your students will explore the concepts of management, manager skills, and organizations in today's dynamic business environment.

LEARNING OBJECTIVES

1. Tell who managers are and where they work.
 - Know how to manage your time.
2. Explain why managers are important to organizations.
3. Describe the functions, roles, and skills of managers.
 - Develop your skill at being politically aware.
4. Describe the factors that are reshaping and redefining the manager's job.
5. Explain the value of studying management.

It's Your Career

The ABC's of Managing Your Time

Time is a unique and valuable resource and focusing on time management is one aspect of management that can be tremendously useful to students in their lives. This chapter opens with an emphasis on the importance of time management and outlines the ABCs of managing your time. Time that is wasted can never be replaced and unlike most resources, time is distributed equally across people. We all receive the same amount of time: 24 hours per day or 168 hours each week, but some people are much more efficient at using their allotted time. Here are some suggestions to help you better use your time:

1. Make and keep a list of all your current, upcoming, and routine goals. Know what needs to be done daily, weekly, and monthly.
2. Rank your goals according to importance. Not all goals are of equal importance. Given the limitations on your time, you want to make sure you give highest priority to the most important goals.
3. List the activities/tasks necessary to achieve your goals. What specific actions do you need to take to achieve your goals?
4. Divide these activities/tasks into categories using an A, B, and C classification. The As are important and urgent. Bs are either important or urgent, but not both. Cs are routine—not important nor urgent, but still need to be done.
5. Schedule your activities/tasks according to the priorities you've set. Prepare a daily plan. Every morning, or at the end of the previous workday, make a list of the five or so most important things you want to do for the day. Then set priorities for the activities listed on the basis of importance and urgency.
6. Plan your to-do list each day so that it includes a mixture of A, B, and C activities/ tasks. And it's best to spread the three types of tasks throughout your day so you're not lumping together all your demanding tasks. Also, be realistic about what you can achieve in a given time period.
7. Recognize that technology makes it too easy to stay connected. Just think for a moment how many phone calls, e-mails, texts, postings on social media, and unscheduled visitors you receive on a typical day. Some are essential to the tasks at hand, while others are distractions that do not require immediate attention. Prioritize the importance of this information.

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Managing Construction Logistics Gary Sullivan, Stephen Barthorpe, Stephen Robbins, 2011-02-25 Every major industry except construction uses logistics to improve its bottom line Poor logistics is costing the construction industry at least 3 billion a year according to a report Improving Construction Logistics published by the Strategic Forum for Construction Additional costs arise as a result of operatives waiting for materials and skilled craftsmen being used for unskilled jobs Inadequate management of logistics also has an adverse effect on quality causes delays to projects and adds to the health and safety risks on site This practical book highlights the benefits of good logistics as well as the use of consolidation centres on projects It shows how reduction in transport movements less money tied up in stock less waste and the more efficient use of skilled craftsmen will reduce the cost of projects reduce construction time improve quality reduce risks to health and safety improve environmental performance and generally improve the image of the industry The authors offer practical ways of achieving these benefits through integrated project teams and supply chains and the increased adoption of information technology including electronic communications bar coding and electronic tagging for tracing products They also show how

specific roles for each part of the industry can help to improve logistics Practical clear and accessible First book to address logistics in construction Written by the industry recognized logistics experts Tackles issues of key concern efficient use of labour sustainability waste and supply chain management *Management Information Systems for the Information Age* Stephen Haag,2001 **International Books in Print** ,1986 *Books and Pamphlets, Including Serials and Contributions to Periodicals* Library of Congress. Copyright Office,1976 **Canadian Books in Print** ,1995 **Labour Traditions** Julie Kimber,Phillip Deery,Verity Archer,Nikola Balnave,Anne Beggs Sunter,Paul Williams,Peta Belic,Robert Bollard,Verity Burgmann,Rowan Cahill,Frank Cain,Robert Corcoran,Drew Cottle,Angela Keys,Jacqueline Dickenson,Tony Duras,Tim Dymond,Nick Dyrenfurth,Peter Franks,Ian Harriss,Bill Robbins,Stephen Holt,Terry Irving,Tommy Khoshaba,Michael Lyons,Laurence W Maher,Max Ogden,Bobbie Oliver,Mikael Ottosson,Calle Johan Rosengren,Geoff Robinson,Joanne Scott,Kathryn Steel,Jonathan Strauss,Fay Woodhouse,2007-07-01 The 10th National Labour History Conference held at the University of Melbourne on 4 6 July 2007 centred around the broad theme of Labour Traditions the conference offered papers talks and forum discussions on a range of topics involving presentations from leading scholars reflective activists and those who are still making our collective history as they speak John Faulkner Robert Ray John Cain and Wally Curran spoke at a forum on how the labour movement has conducted its internal debates over issues large and small Terry Irving organised a session on Popular Movements for Democracy in Early Australia Verity Burgmann assembled some very engaging speakers to commemorate the centenary of the founding of the IWW in Australia Phillip Deery organised an impressive array of people to talk and argue about the Cold War The blend of scholarly research and direct engagement in the field is reflected in the presentations on workplace health and safety by Yossi Berger Ray Markey Greg Patmore and Bill Shorten In addition to sessions on these special topics there were numerous informative and engaging presentations on individual subjects ranging from Bobbie Oliver on apprenticeship systems to Paddy Garrity on trade unions and the arts Here you will find the papers and abstracts from this conference Julie Kimber Peter Love and Phillip Deery eds *Labour Traditions Proceedings of the tenth national labour history conference held at the University of Melbourne ICT Building Carlton Victoria Australia 4 6 July 2007 Australian Society for the Study of Labour History Melbourne 2007 ISBN 978 0 9803883 1 2 pp iii 224* *Professional Careers Sourcebook* Sara T. Bernstein,Kathleen M. Savage,1995-09 Where to find help planning careers that require college or technical degrees **Professional Careers Sourcebook** Kathleen M. Savage,Charity Anne Dorgan,1990 Provides a comprehensive overview of the literature and professional organizations that aid career planning and related research for 111 careers requiring college degrees or specialized education *The Directory of Management Consultants, 2003* Kennedy Information (Firm),2002 **Encyclopedia of Business Information Sources** Gale Group,2003 Each updated edition identifies nearly 35 000 live print and electronic sources of information listed under more than 1 100 alphabetically arranged subjects industries and business concepts and practices Edited by business information expert James

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