

EVERY manager should do this...



MANAGER

A yellow sticky note with the word "MANAGER" written in black marker. The word is underlined with a thick black line. The note is held by a metal clip at the bottom. The background is a blurred office setting.

Introduction

**Essential Daily, Weekly, Monthly, and
Yearly Actions for Effective Managers**

**Stay on top of your management game
with these key practices.**



Daily Actions



SPEAK TO EACH PERSON ON YOUR TEAM

Spend one hour each day walking around the workplace, engaging personally with team members.

This not only shows you're approachable but also gives you first-hand insight into the daily operations and team dynamics. It's an effective way to gauge morale and gather informal feedback.



THINKING/STRATEGY TIME

Dedicate half an hour to think and reflect on the bigger picture, including vision, systems, and personnel.

Use this time to identify potential improvements, foresee upcoming challenges, and plan proactive measures. It's crucial for staying ahead in a fast-paced work environment.



PLAN YOUR TASKS AND GET AHEAD OF THE GAME

Start your day by organising and prioritizing your tasks. This helps manage your time efficiently and keeps you focused on high-priority issues that need your immediate attention.

Regular updates throughout the day can help adjust your focus as new tasks arise.



Weekly Actions

PERSONAL APPRECIATION

Make a habit of expressing genuine appreciation for each team member's efforts every week.

Specific acknowledgments not only boost morale but also encourage continued excellence and dedication.

This personalised recognition can significantly enhance team loyalty and motivation.

COACHING

Invest time each week to mentor or coach a team member, helping them develop their skills and career.

This not only aids their professional growth but also strengthens the team's overall capability and cohesion.

Effective coaching is a key leadership role that contributes to a supportive work culture.

TEAM MEETING

Conduct a brief, focused team meeting to ensure everyone is aligned with the week's goals and understands their responsibilities.

Use this time to address any concerns, celebrate wins, and iterate on strategies.

Keeping these meetings regular and concise respects everyone's time while encouraging unity.

PLANNING TIME

Regularly review your master list of projects and tasks, and organize your weekly agenda to ensure continuous progress.

This planning phase helps prevent last-minute rushes and ensures that critical deadlines and objectives are met.

It's an essential practice for effective time management.



Monthly Actions

REVIEW PERFORMANCE AGAINST OBJECTIVES

This prevents end-of-year surprises and allows for adjustments in targets or strategies as needed.

This will also help you to identify any under-performance so that solutions can quickly be put in place before it becomes a greater issue.

PROJECT MANAGEMENT MEETING

Hold a detailed review meeting to monitor the progress of all major projects.

Discuss any obstacles encountered, reallocate resources if necessary, and adjust timelines to keep everything on track.

MOTIVATION REVIEW

Assess the motivation levels of each team member and develop strategies to address any issues.

Understanding what drives each individual helps tailor motivational techniques and rewards, and helps you to address any concerns early.



Yearly Actions

YOUR TEAM

- **Appraisals:** Conduct detailed and thoughtful performance appraisals with each of your direct reports annually. This should be a comprehensive review of accomplishments, challenges, and areas for development. It's a cornerstone for career development and compensation adjustments.
- **Team Review and Celebration:** At the end of the year, get your team together to reflect on the past year's achievements and outline the direction for the coming year. This helps to inspire and align the team with the company's vision and goals.
- **Back to the Floor:** If you are in a senior role, consider spending a day doing front-line tasks. This helps you understand the challenges your team faces in their daily work. This experience can provide valuable insights into workflow improvements and team morale.

YOUR DEVELOPMENT

- **Self-Improvement Feedback:** Actively seek feedback from your team and your peers on how you can improve as a leader. This demonstrates humility and a commitment to personal growth, fostering a culture of continuous improvement and open communication.
- **Review Personal Goals and Happiness:** Reflect on your own job satisfaction and professional growth. Evaluate if your role is fulfilling your career aspirations and personal happiness, and set goals for your own development.
- **Attend a Training Course:** Dedicate time to your own professional development by attending at least one training course each year. This keeps your skills sharp and they are a great opportunity for networking with other leaders.
- **Read a Book in Your Field:** Commit to reading at least one book related to your field each year. This not only broadens your perspective but also keeps you inspired and informed about the latest trends and theories in management.



Want to develop your team?

I provide training to business to help develop productive, efficient and happy teams.

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