

# 10 STEPS TO BE A BETTER MANAGER

## F Y I

Management is a skill that can be learned. You can improve as a manager by working every day to get better. Listed below are ten things you can do to become a better manager.

1. Select the best people – **Conduct** the interview and choose the best.
2. Be a motivator – Recognition, good pay and benefits can motivate employees.
3. Build your team – Work together to accomplish group's **objective**.
4. Be a leader, not only a manager – It is the ability to lead others that truly sets a manager apart from their **peers**.
5. Improve as a communicator – It's the most important skill of a manager.
6. Get better at managing money – Bring money in by getting more **customers**.
7. Get better at managing time – Manage yours and other people's time **efficiently**.
8. Improve yourself – Identify the areas in which you are weak and improve them.
9. Practice Ethical Management – **Ethics** is a must in every field.
10. Take a break – Stress can make you less **effective**. Give yourself a chance to relax and recharge your batteries.



## V o c a b u l a r y

- |              |                |
|--------------|----------------|
| 1. Conduct   | 5. Customers   |
| 2. Motivator | 6. Efficiently |
| 3. Objective | 7. Ethics      |
| 4. Peers     | 8. Effective   |

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## Word Application

1. Environmentalists are doing their best to convince people to use water \_\_\_\_\_.
  2. We have to prepare because the president is planning to \_\_\_\_\_ a surprise evaluation.
  3. I'm gonna have a luncheon meeting with my \_\_\_\_\_.
  4. The company's main \_\_\_\_\_ is to develop and improve student's listening and speaking skills efficiently and effectively.
  5. My mom is a very good \_\_\_\_\_. She knows what to do when I'm down and blue.
  6. As the famous saying goes: \_\_\_\_\_ are always right!
- A. Customers  
B. Conduct  
C. Objective  
D. Motivator  
E. Efficiently  
F. Peers

## Express Yourself

1. What do you think is the main task of a manager?
2. What do you do? What are your responsibilities?
3. Suggest ways on how you can be promoted in no time.