

THE EFFECTIVE MANAGER

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1. The effective manager works through others to accomplish a task.
2. The effective manager recognizes the importance of every member of the team and treats all of them with equal respect and consideration in a manner so they know they are respected and valued.
3. The effective manager (just as a problem with bad tenants starts from not properly screening tenants) the same is true as hiring associates. The effective manager makes sure that all references are checked and qualifications confirmed as well as proper tests administered and reviewed. I was taught that 20% of employees are honest all of the time, 60% of employees will be honest where proper procedures are in effect such as inventory control etc. 20% of employees will steal even though they know they are being watched. You want to avoid that 20%.
4. We are talking about effective versus efficiency. Place effectiveness wherever possible over efficiency. Efficiency is doing things right and effectiveness is doing the right things.
5. The effective manager is constantly aware of priorities and asking the question “what should I be doing right now”?
6. The effective manager plans their day, their week and their year. You cannot get where you want to go without knowing (a) what it is you want to accomplish (b) the steps that are required, and (c) having the proper goals setting.
7. The effective manager is performance oriented and encourages employees to be performance oriented. Periodic performance reviews are an important tool.
8. The effective manager is loyal and dedicated to their position and company.