

Management Worksheet

Management is the wise use of _____ to achieve _____. In executing a special event the _____ process should be followed so as to ensure a successful outcome. Processes of management are dependent on the kind of business. For the purpose of Family and Resource Management the process of planning, organizing, implementing, controlling and evaluating are considered. Through good management, decisions are made that benefit individuals, _____ and _____.

Good management includes the ability to:

- Recognize resources and use them wisely for a purpose
- Plan methods of _____ goals
- _____ wisely by having a well thought-out spending plan
- Ensure that essential tasks are performed all the while maintaining a _____ attitude.

Planning provides an _____ approach to work that must be done. By doing so, these plans form the basis for other _____ activities like organizing, implementing, controlling and evaluating. Planning is the _____ step of the management processes.

Organizing involves the process of setting up good working relationships between people in work situations. It also provides a clear definition of those persons with _____, and those with special _____.

Implementing is the '_____ of management; the fulfilment of goals through control of action, the evaluation of progress towards goals and the adjustment of plans where necessary. It calls for _____ in thinking rather than following a rigid pattern of action. It is closely related to the function of _____.

Controlling is the most challenging of the management processes. It involves:

- Careful observations and _____ of performance
- Checking work and _____ to make sure that activities are moving according to plan
- Making _____ when things are not working according to _____.

Evaluating involves _____ and _____. It seeks to find out why outcomes are different from desired goals. The evaluation is used as a _____ for future planning.

An effective and efficient manager would have clearly stated _____ and _____; these are considered and reflected upon throughout the entire managerial process.