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“golden” rules of  
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x THE RULES OF  
MANAGEMENT  
standards, fire drills,  
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heating, plumbing, parking spaces, lighting, stationery, resources, and tea and coffee. And that's not to mention the small matter of customers. And you will have to fight with other departments, other teams, clients, senior bosses, senior management, the board,

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The rules of management 2. About the Author – Richard Templar Richard Templar is a British author who has written many self-development books. He has over 30 years of experience in the business world; having worked in many positions for many companies - and now runs several companies of his own.

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## **The rules of management - LinkedIn SlideShare**

Rule 1: Make It A  
Priority. You probably  
got promoted because  
you were someone who  
was good at getting  
things done and  
demonstrated  
potential. Often when  
people from a  
professional  
background move into  
management they  
make the mistake of

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continuing to try and do a lot and leave no time for managing.

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organizing, staffing, leading and controlling. These five functions are part of a body of practices and theories on how to be a successful manager.

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Management is an inevitable element for directing and unifying the group efforts towards a common objective. Since the

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most of the human  
aims can be well  
realized only through  
collective action,  
management is  
universally called for in  
all such organizations  
of the society.

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principles that show you how to inspire your team in a way that gets results. They will help you say the right thing, do the right thing, and know instinctively how to handle every situation.

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what a team is and  
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work in a team a  
manager should get  
him selves involved as  
a part of a team and  
not.

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Records management, also known as records and information management, is an organizational function devoted to the management of information in an organization throughout its life cycle, from the time of creation or inscription to its eventual disposition. This includes identifying, classifying, storing,

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securing, retrieving,  
tracking and  
destroying or  
permanently  
preserving records.

## **Records management - Wikipedia**

Rules of time  
management are  
different for CEO' and  
employees. CEOs don't  
just work more; they  
have to spend specific  
amounts of time  
making others better.

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The research discussed in Harvard Business Review highlights the differences between CEO time and employee time. The average CEO in the study worked 62.5 hours per week, more than 50 ...

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