

# ONE MINUTE MANAGER BOOK SUMMARY pdf

## 1: Book notes: The New One Minute Manager by Ken Blanchard & Spencer Johnson â€” Marlo Yonocruz

*Here's an oldie but goodie for you. Blanchard has coauthored over 30 best-selling books, including The One Minute Manager which has sold more than 13 million copies and has been translated into more than 37 languages.*

The One Minute Manager: We catch people doing something right. Most companies, in fact, spend more time and money on maintaining their buildings and equipment than they do on maintaining and developing people. But if people get results, then it certainly makes good sense to invest in people. Everyone seems to be motivated to do something. First, you can hire winners. They are hard to find and they cost money. Then you systematically train that person to become a winner. Some companies have tried to make training a process completely automated. Which gets the information in peoples hands and gives everyone an opportunity to advance and grow but with out the relational or capital investment in people most will settle for their current state of talent. That is until someone else decides to invest in them. Build a Leadership Pipeline that requires individual initiative and motivation but that is rewarded with resources and direction. Learning to ask yourself questions before you turn in a project or send an email is a easy skill once you know its importance and benefit. Message to Garcia Most people gain competence over time, with direction and practice. Einstein said he never cluttered his mind with information he could find somewhere else. Your perspective as a coach or peer is invaluable. The task has to be accepted, the best way to get one accepted is to discuss outcomes and then set goals and timelines. Then people are able to exceed those goals or you can coach them as they strain to achieve them. People need a mix of direction and restriction and options. If you restrict them to the point of each step or task being defined most will not be inspired to complete them or approach them in their own way. If goals or outcomes are too broad they are likely never to complete them or even get started. Wade the tension of freedom and direction; and creativity and delivery or outcomes. Most managers are interested either in results or in people. Behavioral Terms are observable and measurable. People talk about problems in regard to their attitudes or feelings. Once they are able to explain the problem in observable and measurable ways ask them what they would like to be happening in behavioral terms. A problem only exists if there is a difference between what is actually happening and what they desire to be happening. Helping people to ask themselves questions will allow them to solve their own problems. First discovery to confirms facts and then speaks to them. Talks of their competence and expresses the mistake. And simply ask for it to not happen again. Focus on behavior and one thing at a time. Call a spade a spade. A series of little goals. Key to training people in a new task are setting up a series of little goals that people can achieve. The key to training someone to do this new task is, in the beginning, to catch them doing something approximately right until they can eventually learn to do it exactly right. Then you can exceed them. Distinguish things you can train people in and things you cant, like attitude and fortitude. Learning to explain things in behavioral terms and use no uncertain terms.

## 2: SPRY NOTE – The One Minute Manager: Book Summary

*The One Minute Manager Summary June 20, October 21, niklasgoeke Entrepreneurship & Business 1-Sentence-Summary: The One Minute Manager gives managers three simple tools, which each take 60 seconds or less, but can tremendously improve how they do their job: getting people to stay motivated, happy and deliver great work.*

Certainly, it has brilliant strategy on how to effectively and efficiently work with employees. This is a book for managers and employees, parents with children, co-workers, housemates, classmates and married couples. And I mean that quite sincerely. So the question is – “What universal truths resonate in all human interaction? And then, the young man comes across a different kind of manager – a manager who produces some of the best results in his field, while maintaining an extremely positive work environment and appears to have more free time than any of his counterparts. In a nutshell, here are the three tools the one minute manager uses to maintain a positive, productive organization: One Minute Goal Setting: Catching someone doing something right, and recognizing them for it. Catching unproductive or negative behavior immediately, and explaining to the employee what the consequences have been. Those three points are an extremely condensed version of the three found in *The One Minute Manager*, and should not be utilized until further understood. Goal setting is conducted together, with the manager valuing the insight from the employee. Up front, responsibilities and consequences are established and discussed until both parties understand their personal responsibilities. They get to feel a sense of ownership and know that they are trusted. Then he shares with you how good he feels about what you did. Insight 1 An actionable way to implement the Big Idea into your life Feedback is the Breakfast of Champions “Most managers wait until their people do something exactly right before they praise them. As a result, many people never get to become high performers because their managers concentrate on catching them doing things wrong – that is, anything that falls short of the final desired performance. Try catching someone doing something right. Let them know what it means that they did it to such great quality, and how it makes you feel. No one will ever fault you for giving a deserved compliment. A problem only exists if there is a difference between what is actually happening and what you desire to be happening. A problem has a solution; maybe not a readily available one, and certainly not always an easy one. But the possibility is there. *The One Minute Manager* is a simple message, wrapped in an extremely enjoyable read. The profound truth to the three messages in the book are so simply explained, they can be picked up and adopted by any one at any stage of life. Possibly the most important thought though, buried near the end of the book is this: Start now, and let perfection run its course. I wish you all the very best life has to offer. He spends his daylight hours helping consultants and employees alike find meaning in their work and discover rich team relationships through his company, Actionablebooks

## 3: The One Minute Manager by Kenneth H. Blanchard

*Home Personal Development & Success Download The New One Minute Manager Book Summary \$ - \$ Discover the 3 important secrets to concurrently get better results, have more time, and empower people around you!*

The allegory begins with a man searching out for an effective manager. They go hand in hand. Always make clear what our responsibilities are and what we are being held accountable for. Once it has been communicated, it is recorded on no more than a single page. The One Minute Manager feels that a goal, and its performance standard, should take no more than words to express. He insists that anyone be able to read it within a minute. Is there one for every goal? I do not want to hear about only attitudes or feelings. Tell me what is happening in observable, measurable terms. Agree on your goals. See what good behavior looks like. Write out each of your goals on a single sheet of paper using less than words. Read and re-read each goal, which requires only a minute or so each time you do it. Take a minute every once in a while out of your day to look at your performance, and see whether or not your behavior matches your goal. Tell people what they did right—be specific. Tell people how good you feel about what they did right, and how it helps the organization and the other people who work there. Encourage them to do more of the same. Shake hands or touch people in a way that makes it clear that you support their success in the organization. He makes sure I understand that the only reason he is angry with me is that he has so much respect for me. He says he knows this is so unlike me. He says how much he looks forward to seeing me some other time, as long as I understand that he does not welcome that same mistake again. It helps us get on with our work. Tell people what they did wrong—be specific. Tell people how you feel about what they did wrong—and in no uncertain terms. Shake hands, or touch them in a way that lets them know you are honestly on their side. Remind them how much you value them. Reaffirm that you think well of them but not of their performance in this situation. SO, does it all really just take a minute? It just is a way to say that being a manager is not as complicated as people would have you believe. And very often it does take only a minute. Most companies, in fact, spend more time and money on maintaining their buildings and equipment than they do on maintaining and developing people. How do you think you would be viewed by your boss if you rated everyone that reported to you at the highest level on your performance review scale? In order to look good as a manager in most organizations, you have to catch some of your people doing things wrong. You have to have a few winners, a few losers, and everyone else somewhere in the middle. Friends who got a new dog. If the dog had an accident on the rug, they were going to take the dog, shove his nose in it, pound him on the butt with a newspaper and then throw the dog out this little window in the kitchen into the back yard—where the dog was suppose to do his job. Well, after about three days the dog would poop on the floor and jump out the window. Rather than punish them, we need to go back to One Minute Goal Setting. My purpose in a One Minute Reprimand is to eliminate the behavior and keep the person. However, the Emperor noticed that whenever he asked something of the people, they might do it or they might not do it. However, when the Prime Minister spoke, people moved. Let me do all the punishing and you do all the rewarding. Within a month, the prime minister was emperor. The emperor had been a nice person, rewarding and being kind to everyone; then he started to punish people. Behavior and worth are not the same things. We are Not Just Our Behavior. Consequences Maintain Behaviors To buy the book, click the link in the image below to purchase from Book Depository.

## 4: The One Minute Manager - Wikipedia

*The One Minute Manager Summary SuperSummary, a modern alternative to SparkNotes and CliffsNotes, offers high-quality study guides that feature detailed chapter summaries and analysis of major themes, characters, quotes, and essay topics.*

He wants to work for one and learn how to become one. But most of the workplaces he has seen do not provide any great inspiration. He meets hard-nosed managers who get things done but who the staff do not much like, and nice managers who love their staff but do not pay enough attention to the bottom line. Could there exist a manager who combines the best qualities of each? He hears about someone who seems to fit the bill, ironically in a nearby town. To his surprise, this manager agrees to see him right away and to talk about how he manages his people. You are to be forgiven for being wary of a method of managing people which purports to only take one minute. Can it really work? Sales figures for this book suggest that: Agree on goals no more than half a dozen with staff members. Make sure each goal is written on a separate piece of paper. From this point on staff know exactly what is expected of them and will rarely come to the boss with problems - they know they are hired to solve them. Staff should re-read the goals frequently as a means of ensuring performance matches expectations. They should also provide detailed records of progress for the managers. After the reprimand, the manager reminds the person how much they are valued. One minute goal setting works because "the number one motivator of people is feedback on results". We like to know how we are doing, and if we are doing well we feel good. The one minute manager has a plaque on his wall which reads: One minute praisings are also effective for motivational reasons. It is rare to find someone who can know how to do everything well from day one; you have to put some effort into training. Praise gets them moving in the right direction. Though it need take up very little time, praise is the fuel which can drive a whole enterprise. One minute reprimands work because they are the fairest form of feedback for correcting below-par performance. Because goals have been set and expectations are so transparent, the person will usually see when the reprimand is fair. The manager is respected because he has "spoken the simple truth". As the reprimand is quick and focused on specific action not the person themselves, there is less bad feeling; when the encounter is over it always ends on a good note and can be soon forgotten or even made light of. Managing to lead The very simplicity of one-minute management will deem it suspect in the eyes of some, yet it is little more than the application of efficiency to workplace interpersonal relations. The philosophy of "taking very little time to get big results" comes from a nuts-and-bolts appreciation of human nature. It is more a symbol of the idea that managing people can be much less complicated than we think. Some time needs to be invested to establish goals, but after that the contact between boss and subordinate can be minimal. Consider some successful examples of this way of managing people. They get on with the job and send him periodic reports. Antarctic explorer Sir Ernest Shackleton was so respected by his crew members because they knew exactly what was expected of them; if reprimanded for anything, there was always a clear and rational reason why. This did not create a climate of fear - if a person did not measure up they could blame no one but themselves. To be "tough and nice", for instance, should be the goal of any parent. Final word After decades of weighty tomes on management science and organizational behaviour, this book came as a breath of fresh air for managers. It may seem simplistic, but was firmly based on the latest findings in behavioural psychology. The model seems to express an older hierarchical model of the workplace - "the boss and his subordinates". Yet a true leader will find it difficult to get anywhere without some basic people management skills. He or she will seek to create relaxed workplaces in which people have all the time they need to pursue important goals. This sense of relaxed purpose arises because everyone knows exactly what their role is; there is both transparency and clarity of purpose. He had given himself the gift of getting greater results in less time. He is professor of leadership and organizational behavior at University of Massachusetts, Amherst, and runs his own corporate training and development company. Over a million copies of *The One Minute Manager* are in print.

### 5: The One Minute Manager Builds High Performing Teams by Kenneth H. Blanchard

*By interviewing the New One Minute Manager and his managers, the young man discovers his 3 Secrets, is eventually offered a job, and becomes a New One Minute Manager himself. One common problem in organizations is the lack of clearly defined roles and responsibilities.*

One minute goal setting 1. Agree on your goals. See what good behavior looks like. Write out each of your goals on a single sheet of paper using less than words. Read and re-read each goal, which requires only a minute or so each time you do it. Take a minute every once in a while out of your day to look at your performance, and 6. See whether or not your behavior matches your goals. Help people reach their full potential. Catch them doing something right. One minute praising 1. Tell people up front that you are going to let them know how they are doing. Tell people what they did right “ be specific. Tell people how good you feel about what they did right, and how it helps the organization and the other people who work there. Encourage them to do more of the same. Shake hands or touch people in a way that makes it clear that you support their success in the organization. One minute reprimand 1. Tell people beforehand that you are going to let them know how they are doing and in no uncertain terms. Tell people what they did wrong “ be specific. Tell people how you feel about what they did wrong “ and in no uncertain terms. Stop for a few seconds of uncomfortable silence to let them feel how you feel. Shake hands, or touch them in a way that lets them know you are honestly on their side. Remind them how much you value them. Reaffirm that you think well of them but not of their performance in this situation. The best minute I spend is the one I invest in people. Everyone is a potential winner. Hire someone with potential to be a winner; train them to be a winner. Hire someone and pray they work out. Look at your performance See if your behavior matches your goals. Instead, remember that performance review is an ongoing process, not just an annual event. Instead, tell people what you expect, then give them plenty of feedback. We are not just our behavior; we are the people managing our behavior. To avoid it, always let a person know up front what you are doing and why. Goals begin behaviors; consequences maintain behaviors.

### 6: The One Minute Manager Summary - Blanchard, Johnson | Free PDF

*The manager replied that I am One Minute Manager. The man was surprised to hear such strange answer. The man was surprised to hear such strange answer. He already had multiple answers for the same question but answers lies between Autocratic or Democratic Manager categories.*

Blanchard has coauthored over 30 best-selling books, including *The One Minute Manager* which has sold more than 13 million copies and has been translated into more than 37 languages. In this page story, a man is in search of an effective manager. Throughout his journey he learns many lessons which Blanchard and Johnson have centered on three primary areas or "secrets. The authors advocate the goal-setting rule: How do you get people truly excited about their work? Make it clear what is expected of them. One Minute Goal Setting is simply: Agree on your goals. See what good behavior looks like. Write out each of your goals on a single sheet of paper using less than words. Read and re-read each goal, which requires only a minute or so each time you do it. Take a minute every once in a while out of your day to look at your performance, and 6. See whether or not your behavior matches your goal. One Minute Praisings is the second secret. The authors suggest that effective managers help people reach their full potential by catching them doing something right. Tell people up front that you are going to let them know how they are doing. Tell people what they did right - be specific. Tell people how good you feel about what they did right, and how it helps the organization and the other people who work there. Stop for a moment of silence to let them "feel" how good you feel. Encourage them to do more of the same. Shake hands or touch people in a way that makes it clear that you support their success in the organization. One Minute Reprimand is the third and final secret to effective managing. The One Minute Reprimand works well when you: Tell people beforehand that you are going to let them know how they are doing and in no uncertain terms. Tell people what they did wrong - be specific. Tell people how you feel about what they did wrong. Stop for a few seconds of uncomfortable silence to let them feel how you feel. Shake hands, or touch them in a way that lets them know you are honestly on their side. Remind them how much you value them. Reaffirm that you think well of them but not of their performance in this situation. The authors write that, as a manager, there are three choices when it comes to getting the most out of an employee: Hire a winner can be hard to find and expensive to hire and keep 2. Hire someone with potential to be a winner and then systematically train them 3. Prayer They suggest that option 2 is best. So, in summary, how can you give yourself and others "the gift" of getting greater results in less time? Some people are disguised as losers

## 7: Mihir's Writing Space: Book Summary on The One Minute Manager Meets The Monkey

*The One Minute Manager book summary by Marlo Yonocruz The New One Minute Manager by Ken Blanchard & Spencer Johnson Synopsis: "For decades The One Minute Manager has helped millions achieve more successful professional and personal lives.*

This blog represents a platform to share my thoughts, knowledge by way of writing. I believe in Habit 7 - Sharpen the Saw. Will endeavor to update the blog once a month. If you are someone who feels overwhelmed with the problems created by other people, reading this book and applying the lessons learned from it can change your life. It definitely did to mine. By using the 4 "rules" of Monkey Management, managers of today will learn to become effective supervisors of time, energy and their own talent. The book begins by telling a story about a harried monkey manager who worked for long, hard hours, yet never quite seemed to get caught up with all the work he had to do. The performance of his department drastically improved as did the prospects for his career. In those days, the longer and harder one worked, the more work one got done. Typically all that the managers these days do are to shuffle between papers without ever making progress on the real work that needs to be done. This is defined as triumph of technique over purpose; one is doing more but accomplishing less. How Paradox this is! There is just no time left to implement the ideas for improving operations, to do planning, coordinating, staffing, and other key managerial tasks that will keep the unit functioning well towards the future. And then attempts to address these key issues by working overtime, on weekends, attending seminars, hiring outside help address merely the symptoms of the problem, not the cause itself. It is like taking an aspirin to reduce the fever but ignoring the illness that caused the fever. As a result, the problem gets progressively worse. Whilst he is explaining it to him, the monkey is on his back. When they both are talking, the matter is under joint consideration. For every monkey there are two parties involved: When the manager picks up the monkeys that his people could have handled, he gives the message that he wants the monkeys. So naturally, the more he picks up, the more he gets. And so on a normal workday, he has as many as he can handle apart from the regular requirements of the job like reporting to his Boss and others. And then the manager starts to procrastinate whilst the staff waits. This is referred as a costly duplication of effort. He is not managing. He is being managed. He is not proactive, but strictly reactive. He is merely coping. As a manager, to the extent that one can get people to care for and feed their own monkeys, they are really managing the work themselves. The dialogue between a boss and one of his or her people must not end until all monkeys have: The monkey is assigned to a person. This must begin from the lowest organizational level consistent with their welfare. The risk is covered. Monkey feeding and checkup appointments: The time and place for follow-up is specified. Proper follow-up means healthier monkeys. Every monkey should have a checkup appointment. The author states an example of these 4 rules by way of a dialogue between a manager and a subordinate. I am sure that there is a problem, but it is not ours, it is either yours or mine. The first item on the agenda is to neaten up the pronouns and find out whose problem this is. If it turns out to be my problem, I hope you will help me with it. If it turns out to be your problem, I will help you with it subject to the following condition: On a precautionary note, the author also states the rules of Monkey Management should be applied only to monkeys that deserve to live. He urges to ask the question: In order to ensure that the problem does not occur repeatedly. Whilst assigning involves a single monkey; delegation involves a family of monkeys. And once delegation is reached, staying there is easy compared with the job of getting there. People are fully responsible for their projects unless a problem is encountered that requires intervention. The assignments should be boss-initiated only to the extent that the staff member cannot initiate them. That one must be able to clearly measure success by what one is able to get the people to do, not by what one does by oneself. In order to do that, the mentality has to change from that of a do-er to that of a manager. Learn to replace the psychological rewards of doing with the rewards of managing, namely, deriving satisfaction from what the people do and being recognized, paid, and promoted accordingly. In the past, one spent much of the time fighting fires; now most of them can be prevented by spending just a little time in advance. These include doing some advance planning for a change so as to enable to do the right things the right way the first time

instead of having to do them over so often. Perhaps the greatest lesson learnt about monkey management, at work and at home, is that there are always more monkeys clamoring for attention than the time one has to manage them. Hence unless one is extremely careful about which to accept responsibility for, it is very easy to wind up caring for the wrong monkeys while the really important ones are starving for lack of attention. If we thoughtlessly try to handle all of them, our efforts will be diluted to the point where none of them are healthy.

## 8: The One Minute Manager Summary and Analysis (like SparkNotes) | Free Book Notes

*MicroSummary: The bestseller 'The One Minute Manager' is an easy-to-read book that presents and illustrates how to use three practical managerial techniques: setting goals, praising positive behaviors, and reprimanding negative ones.*

The exponential rise of technology, global flattening of markets, instant communication, and pressures on corporate workforces to do more with less “including resources, funding, and staff” have all revolutionized the world in which we live and work. In their concise, easy-to-understand story, they teach listeners three very practical secrets about leading others and explain why these techniques continue to work so well. Today, people look for more fulfillment in their work and lives. They want to feel engaged and make a meaningful contribution. They are less willing to trade time on the job for needs outside of work. Confucius: You are simply complaining. Figure out what may have caused the desired discrepancy between the actual and the desired. Then figure out options that will create solutions and make what you want to happen happen. This type of management would make the organization more responsive with more team members able and empowered to act on their own. One minute goals work well when you: Plan the goals together and describe them briefly and clearly. Show people what good performance looks like. Have people write out their goals with a due date on a single page. Ask them to review their most important goals each day. Ask people to check to see if their activities align with their goals. If no, encourage them to rethink their activities they do to realize their goals. Look for changes and adapt to them. Secret 2: This helps him succeed, enjoy his work, and be a big help to the organization. Saying: If not, he takes responsibility and clarifies the goal. Part one: You have to have a few winners, a few losers, and everyone else somewhere in the middle. Albert Einstein never knew his own phone number. He never cluttered his mind with information he could find somewhere else. Everyone is a potential winner, some of them are just disguised as losers. Hire a winner. Expensive. Train and develop someone into a winner. Pray joke. Reminder: Therefore, you want to separate their behavior from their worth. It works better if you are first tough on the behavior and then supportive of the person. Behavior and worth are not the same things. What is most important is the person managing their own behavior. Goals begin behaviors. Consequences influence future behaviors. Closing thoughts: I love how concise and to the point the messages are. I realize that most of the longer books have really main points, and the rest of the book are just expositions of those key ideas. I think this is one of those books you can easily describe in an easily digestible, bite-sized way. As a gift, the book is a short enough read to add value while not being overwhelming. A smarter and more effective way to manage people in less time. Rating:

## 9: One Minute Manager Book Summary - Ken Blanchard and Spencer Johnson - Internships in Pakistan

*The One Minute Manager's symbol “a one minute readout from the face of a modern digital watch” is intended to remind each of us to take a minute out of our day to look.*

*Biotransformations in organic chemistry Francophone Sub-Saharan Africa 1880-1995 The forgotten pioneers VI. August 11, 1792-December 31, 1798 Studying global Pentecostalism Advanced Drug Delivery Soap, water, and sex Oregon missions and travels over the Rocky mountains, in 1845-46 Race relations at the Cape of Good Hope, 1652-1795 Taktar Ma. Iracamanikkanarin Tamilnattu varalaru The Last Street Fighter The red tapeworm. The darling family Slow walks in London Canadian tobacco-growing industry in crisis Brevity is beauty Thoroughbred handicapping as an investment Angelo Moretto and Marcello Lotti Greek Tragedy In The Light Of Vase Paintings Transfer from a proper venue to a more convenient, proper venue Canon camera user guide The Washington Manual of Medical Therapeutics, Thirty-First Edition, for PDA III. Life prefixed to the commentary of Servius. The ice palace that melted away Shard at Lynchburg V.11 The course of true love never did run smooth. A hero and a martyr. The jilt. The history of an acre. Role of Pan-African events in the circum-East Antarctic Orogen of East Gondwana : a critical overview M. Jonathan C. Grumbling. 33 the series volume 5 Attention deficit disorders, hyperactivity, and associated disorders Limited Inc a b c The Burning Light Julius caesar in modern english Equivalent fractions with number line worksheet Sol study material Monetary economics Rice people in the city Origin of family planning in nigeria Life Lessons on Ice Golden Road to Modernity*