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## REVIEW OF CAMPBELL BIOLOGY 9TH EDITION FINAL EXAM REVIEW

- "The One Minute Manger" by Kenneth Blanchard and Spencer Johnson teaches the readers the three skills to achieving effective management. Although the keys to being an effective and successful manager, as described by Blanchard and Johnson, seems unbelievably simple, they will strike an understanding chord among most people who have ever managed and supervised employees. Not because managers typically follow the principles, but precisely because these simple principles are ones that they intuitively know they should be practicing yet do not because of lack of conviction in the methods, worry about changing management styles, low level of interest, or apprehension that they will take too much time. Not to fear, Blanchard and Johnson address these concerns in their short simple book. The allegory starts off with a young man in search of an effective manager. Initially disillusioned by the managers he encounters, who are only results-oriented at the expense of the employees or only people-oriented at the expense of the organization, the young man discovers The One Minute Manager. The young man learns from The One Minute Manager and the people whom he manages the philosophy of the one-minute management style. The authors gradually convince the readers through examples, anecdotes, explanations, and quotable quotes why and how their three principles, when followed appropriately, actually work. A brief guideline list accompanies each of the three management skills: the "one minute goal setting," "one minute praising," and "one minute reprimand." There is even a concise flow chart to help solidify the management principles into one page near the end of the book; no doubt, designed to be cut-out or photocopied and posted in every manager's office. By the end of the short 60 minutes required to finish the book, most readers will be convinced to at least test out the method. After all, the title of the book already suggests that time commitment is not an issue; one can become an effective manager by investing a short 60-second of time. When one reads the book, this really translates to several 60-second intervals per day, but the amount of time will be much less than what most managers are used to. More effective management in significantly less time? Is it possible? The authors certainly make a compelling yet uncomplicated and clear case for this. One does have to wonder if this is too easy. Will it work for managing all types of people in all types of organizations? How about the slackers? Or the employee who is the wrong fit for the job, doesn't have the appropriate training, or lacks motivation? How about the company with a long tradition of top-down management style? The book doesn't get mired in the details or specifics of every possible variation or situation; instead it attempts to provide the general strategies of effective management. The simple message of the book is to focus on making people feel valued which will lead to greater self-motivation and increased productivity for the individual and organization. As the One Minute Manager best described it, "People who feel good about themselves produce good results." And because they are not difficult to understand, learn, or implement, the skills can be readily used by most managers immediately. The book is not only for managers of people. The message from the book is relevant to anybody interacting with people or when managing your own work and life. For example, I can utilize the skills to not only manage the people who report to me, but also in working with my colleagues or my supervisor, although the lesson on reprimanding may be less applicable in such situations. The most useful setting to apply the skills,

perhaps, is when teamwork is involved, such as in committees, meetings, and group projects. This is when setting goals and timelines are critical and working effectively with colleagues, including giving praise and constructive criticism, is paramount to success. Furthermore, I can even see me being a One Minute Manager to myself, be it in the work environment, personal life, educational pursuits, or participation in hobbies. Who wouldn't want to be happier and have better results in all of these activities? I wouldn't mind impressing my boss more, fulfilling all my New Year's resolutions,

or running a marathon in 3 hours and 15 minutes. After reading "The One Minute Manger", most readers will want to be a One Minute Manager tomorrow.

- This book is a good introduction to Mowat. It is one of his early books and will be appreciated by all animal lovers. It enhanced my knowledge of and respect for wolves. The movie is also excellent and I highly recommend it. Charles Martin Smith plays the part of Mowat and is perfect in the part.