



# **The One Minute Manager**

Kenneth Blanchard and Spencer Johnson

# Book summary & main ideas

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## Summary:

The One Minute Manager is a book written by Kenneth Blanchard and Spencer Johnson. It is a short, easy-to-read book that provides a simple, yet effective approach to managing people. The book is divided into three parts: The One Minute Manager, The One Minute Goalsetter, and The One Minute Praiser.

The One Minute Manager focuses on the three secrets of successful management: One Minute Goals, One Minute Praisings, and One Minute Re-Directs. The authors explain that the key to successful management is to set clear goals, give frequent and sincere praise, and provide timely and appropriate redirection when

needed. The book provides practical advice on how to do this in a way that is both effective and efficient.

The One Minute Goalsetter explains how to set goals that are both achievable and motivating. It provides a step-by-step guide to setting goals that are specific, measurable, achievable, relevant, and time-bound. The authors also discuss how to use goal setting to motivate employees and how to measure progress towards goals.

The One Minute Praiser explains how to give effective praise. It provides tips on how to give sincere and meaningful praise that will motivate employees and help them to feel appreciated. The authors also discuss how to use praise to reinforce desired behaviors and how to give constructive criticism when needed.

The One Minute Manager is an easy-to-read book that provides practical advice on how to be an effective manager. It explains how to set clear goals, give meaningful praise, and provide timely and appropriate redirection when needed. The book is a great resource for anyone looking to improve their management skills.

Main ideas:

**#1. *Set Goals: The One Minute Manager encourages setting goals that are specific, measurable, achievable, relevant, and time-bound.***

The One Minute Manager, written by Kenneth Blanchard and Spencer Johnson, encourages setting goals that are specific, measurable, achievable, relevant, and time-bound. This means that goals should be clear and concise, with a timeline for completion. Goals should also be realistic

and achievable, and should be relevant to the overall mission of the organization. Finally, goals should have a timeline for completion, so that progress can be tracked and measured.

Setting goals is an important part of any successful organization. Goals provide direction and focus, and help to ensure that everyone is working towards the same objectives. Goals also provide motivation and a sense of accomplishment when they are achieved. By setting goals that are specific, measurable, achievable, relevant, and time-bound, organizations can ensure that their goals are realistic and achievable, and that progress is being made towards achieving them.

***#2. Praise: The One Minute Manager emphasizes the importance of praising employees for their successes and accomplishments.***

The One Minute Manager emphasizes the importance of praising employees for their successes and accomplishments. Praise is an important tool for managers to use to motivate and encourage their employees. It helps to build morale, increase productivity, and create a positive work environment. Praise can be used to recognize an employees hard work, dedication, and commitment to the job. It can also be used to reward employees for meeting goals and objectives. Praise can be given in the form of verbal recognition, written recognition, or even a simple pat on the back. Praise is an effective way to show employees that their efforts are appreciated and valued.

Praise is also an important part of the feedback process. It helps to reinforce positive behaviors and encourages employees to continue to strive for excellence. Praise can be used to

recognize an employees accomplishments, as well as to provide constructive feedback on areas that need improvement. Praise should be given in a timely manner and should be specific and sincere. It should also be tailored to the individual employees needs and goals.

The One Minute Manager emphasizes the importance of praising employees for their successes and accomplishments. Praise is an effective way to motivate and encourage employees, and it can be used to recognize and reward their hard work and dedication. Praise is an important part of the feedback process and should be given in a timely manner, tailored to the individual employees needs and goals, and be specific and sincere.

***#3. Redirect: The One Minute Manager suggests redirecting employees when they are not meeting***

## ***expectations by providing clear and direct feedback.***

Redirecting employees when they are not meeting expectations is an important part of effective management. The One Minute Manager, a book by Kenneth Blanchard and Spencer Johnson, suggests that managers provide clear and direct feedback when redirecting employees. This feedback should be specific and should focus on the behavior that needs to be changed. It should also be delivered in a respectful and non-judgmental manner. Additionally, the manager should provide the employee with an opportunity to explain their behavior and to suggest solutions. Finally, the manager should provide the employee with a plan of action to help them meet expectations in the future.

Redirecting employees is an important part



of effective management and can help to ensure that employees are meeting expectations. By following the advice of *The One Minute Manager*, managers can provide clear and direct feedback to employees in a respectful and non-judgmental manner. This feedback should be specific and should focus on the behavior that needs to be changed. Additionally, the manager should provide the employee with an opportunity to explain their behavior and to suggest solutions. Finally, the manager should provide the employee with a plan of action to help them meet expectations in the future.

***#4. Delegate: The One Minute Manager encourages delegating tasks to employees to help them develop their skills and increase their responsibility.***

Delegation is an important part of the One Minute Manager philosophy. By delegating tasks to employees, managers can help them develop their skills and increase their responsibility. This is beneficial for both the employee and the organization as a whole. The employee gains experience and confidence in their abilities, while the organization benefits from having a more capable and motivated workforce.

Delegation also allows the manager to focus on more important tasks. By delegating tasks to employees, the manager can free up their time to focus on more strategic tasks that require their expertise. This can help the organization become more efficient and productive.

The One Minute Manager encourages managers to delegate tasks to employees in a way that is clear and concise. This helps ensure that the employee

understands the task and is able to complete it in a timely manner. The manager should also provide feedback and guidance to the employee to ensure that the task is completed correctly.

Delegation is an important part of the One Minute Manager philosophy. By delegating tasks to employees, managers can help them develop their skills and increase their responsibility. This can help the organization become more efficient and productive, while also helping the employee gain experience and confidence in their abilities.

***#5. Listen: The One Minute Manager suggests that managers should listen to their employees and take their ideas and suggestions seriously.***

The One Minute Manager suggests that managers should take the time to listen to

their employees and take their ideas and suggestions seriously. Listening to employees is an important part of being a successful manager. It allows managers to gain insight into their employees' thoughts and feelings, and to understand their needs and concerns. By listening to employees, managers can create an environment of trust and respect, and foster a sense of collaboration and teamwork. Listening also helps managers to identify potential problems and opportunities, and to develop solutions that are tailored to the individual needs of their employees. Ultimately, listening to employees can help managers to create a more productive and successful workplace.

The One Minute Manager also emphasizes the importance of actively listening to employees. Active listening involves paying attention to what is being

said, asking questions to clarify points, and providing feedback to ensure that the conversation is productive. Active listening helps managers to better understand their employees' perspectives and to build relationships with them. It also helps managers to identify potential solutions to problems and to create a more positive work environment. By actively listening to their employees, managers can create an atmosphere of trust and respect, and foster a sense of collaboration and teamwork.

**#6. *Support: The One Minute Manager emphasizes the importance of providing support to employees to help them succeed.***

The One Minute Manager emphasizes the importance of providing support to employees to help them succeed. This support can come in many forms, such as

providing resources, offering guidance, and offering encouragement. By providing support, managers can help employees feel more confident in their abilities and more motivated to reach their goals. Additionally, support can help employees feel valued and appreciated, which can lead to increased job satisfaction and improved performance. Ultimately, providing support to employees can help create a positive work environment and foster a culture of success.

Support can also help employees develop their skills and knowledge. Managers can provide employees with the resources they need to learn new skills and stay up-to-date on industry trends. They can also provide guidance and feedback to help employees understand how to apply their skills in the workplace. By providing support, managers can help employees become more productive and successful in

their roles.

The One Minute Manager emphasizes the importance of providing support to employees to help them succeed. By providing support, managers can help employees feel valued and appreciated, develop their skills and knowledge, and become more productive and successful in their roles. Ultimately, providing support to employees can help create a positive work environment and foster a culture of success.

***#7. Encourage: The One Minute Manager encourages managers to motivate and inspire their employees to reach their goals.***

The One Minute Manager is a book by Kenneth Blanchard and Spencer Johnson that encourages managers to motivate and inspire their employees to reach their

goals. The book outlines a simple yet effective approach to managing people and achieving success. It emphasizes the importance of communication, setting clear expectations, and providing feedback and recognition. The One Minute Manager also encourages managers to take the time to listen to their employees and understand their needs and concerns. By doing so, managers can create an environment of trust and respect, which can lead to increased productivity and job satisfaction.

The One Minute Manager also encourages managers to be proactive in their approach to managing people. This means taking the time to identify potential problems and addressing them before they become bigger issues. It also means providing employees with the resources and support they need to succeed. By taking a proactive approach, managers can create an environment of collaboration and trust,



which can lead to better results.

The One Minute Manager encourages managers to be flexible and open to change. It emphasizes the importance of adapting to new situations and being willing to try new approaches. By being open to change, managers can create an environment of innovation and creativity, which can lead to better results. The One Minute Manager also encourages managers to be patient and understanding with their employees. By taking the time to listen to their employees and understand their needs and concerns, managers can create an environment of trust and respect, which can lead to increased productivity and job satisfaction.

***#8. Communicate: The One Minute Manager suggests that managers should communicate clearly and effectively with their employees.***

The One Minute Manager, written by Kenneth Blanchard and Spencer Johnson, suggests that managers should communicate clearly and effectively with their employees. This means that managers should take the time to explain their expectations and goals to their employees, as well as provide feedback on their performance. Additionally, managers should be open to listening to their employees' ideas and concerns, and be willing to answer any questions they may have. By doing this, managers can ensure that their employees understand their roles and responsibilities, and that they are working towards the same goals. This will help to create a positive and productive work environment, where everyone is working together to achieve success.

Communication is key to any successful business, and it is especially important for

managers to be able to effectively communicate with their employees. By taking the time to explain expectations and goals, as well as providing feedback and listening to their employees' ideas and concerns, managers can ensure that everyone is on the same page and working towards the same goals. This will help to create a positive and productive work environment, where everyone is working together to achieve success.

***#9. Lead: The One Minute Manager encourages managers to lead by example and set a positive example for their employees.***

The One Minute Manager encourages managers to lead by example and set a positive example for their employees. This means that managers should strive to be the best they can be and demonstrate the same level of commitment and enthusiasm

that they expect from their employees. Managers should also be open to feedback and criticism from their employees and be willing to make changes when necessary. Additionally, managers should be willing to take responsibility for their mistakes and be willing to learn from them. Finally, managers should be willing to recognize and reward employees for their hard work and dedication. By leading by example, managers can create a positive and productive work environment that encourages employees to do their best.

The One Minute Manager also encourages managers to be clear and consistent in their expectations of their employees. Managers should communicate their expectations clearly and ensure that employees understand what is expected of them. Additionally, managers should be consistent in their enforcement of rules

and regulations and ensure that employees are held accountable for their actions. By being clear and consistent in their expectations, managers can create an environment of trust and respect between themselves and their employees.

Finally, *The One Minute Manager* encourages managers to be supportive and encouraging of their employees. Managers should provide employees with the resources and support they need to succeed and be willing to listen to their ideas and suggestions. Additionally, managers should be willing to provide feedback and constructive criticism to help employees improve their performance. By being supportive and encouraging, managers can create an environment where employees feel valued and appreciated.

## **#10.      *Respect: The One Minute***

***Manager emphasizes the importance of respecting employees and treating them with dignity and respect.***

The One Minute Manager emphasizes the importance of respecting employees and treating them with dignity and respect. Respect is a key component of successful management, as it helps to foster a positive work environment and encourages employees to be productive and motivated. Respectful managers recognize the value of their employees and treat them with courtesy and consideration. They listen to their employees' ideas and opinions, and take their feedback into account when making decisions. Respectful managers also provide clear expectations and feedback, and are open to constructive criticism. By showing respect to their employees, managers can create an atmosphere of trust and collaboration, which can lead to increased

productivity and job satisfaction.

Respectful managers also recognize the importance of providing employees with the resources and support they need to do their jobs effectively. This includes providing adequate training and development opportunities, as well as offering flexible work arrangements and other benefits. Respectful managers also recognize the importance of work-life balance and strive to create a workplace that is conducive to both personal and professional growth. By showing respect to their employees, managers can create an environment of trust and collaboration, which can lead to increased productivity and job satisfaction.

***#11. Appreciate: The One Minute Manager suggests that managers should appreciate their employees and recognize their efforts.***

The One Minute Manager suggests that managers should take the time to appreciate their employees and recognize their efforts. This can be done in a variety of ways, such as providing verbal praise, giving out awards, or simply taking the time to thank someone for their hard work. Appreciation is an important part of any successful team, as it helps to motivate employees and encourages them to continue to strive for excellence. By showing appreciation, managers can create a positive work environment and foster a sense of loyalty and commitment from their employees.

Appreciation can also help to build relationships between managers and their employees. When employees feel appreciated, they are more likely to trust their managers and be open to constructive feedback. This can lead to better communication and collaboration,



which can ultimately lead to improved performance and productivity. Appreciation is also a great way to show employees that their work is valued and that their contributions are making a difference.

The One Minute Manager emphasizes the importance of taking the time to appreciate employees and recognize their efforts. By doing so, managers can create a positive work environment, build relationships, and motivate their employees to do their best work. Appreciation is an essential part of any successful team, and it can make a huge difference in the overall success of an organization.

***#12. Empower: The One Minute Manager encourages managers to empower their employees by giving them the tools and resources they need to succeed.***

Empowerment is a key concept in *The One Minute Manager*. The book encourages managers to empower their employees by giving them the tools and resources they need to succeed. This includes providing employees with the necessary training and support to help them reach their goals. It also involves giving employees the autonomy to make decisions and take initiative. By empowering employees, managers can create an environment of trust and collaboration, which can lead to increased productivity and job satisfaction. Additionally, empowering employees can help to create a culture of innovation and creativity, which can lead to greater success for the organization.

*The One Minute Manager* also emphasizes the importance of communication and feedback. Managers should provide employees with regular

feedback on their performance and progress. This feedback should be both positive and constructive, and should be tailored to the individual employee. By providing employees with regular feedback, managers can help to ensure that employees are on track to reach their goals and can help to identify areas for improvement. Additionally, regular communication can help to build trust and foster collaboration between managers and employees.

**#13. *Coach: The One Minute Manager suggests that managers should coach their employees to help them develop their skills and reach their goals.***

The One Minute Manager suggests that managers should coach their employees to help them develop their skills and reach their goals. Coaching is a process of

providing guidance and support to employees to help them become more effective in their roles. It involves providing feedback, setting goals, and helping employees develop the skills and knowledge they need to succeed.

Coaching also involves helping employees identify and address any obstacles that may be preventing them from achieving their goals. By providing employees with the tools and resources they need to succeed, managers can help them become more productive and successful in their roles.

Coaching is an ongoing process that requires managers to be patient and understanding. It is important to provide employees with the support and guidance they need to reach their goals, while also allowing them the freedom to make mistakes and learn from them. Managers should also be open to feedback from their

employees and be willing to adjust their coaching strategies as needed. By taking the time to coach their employees, managers can help them become more successful and productive in their roles.

***#14. Celebrate: The One Minute Manager encourages managers to celebrate their employees'™ successes and accomplishments.***

The One Minute Manager encourages managers to take the time to celebrate their employees' successes and accomplishments. Celebrating successes is an important part of building a positive work environment and motivating employees to continue to strive for excellence. Celebrations can be as simple as a pat on the back or a verbal acknowledgement of a job well done. They can also be more elaborate, such as a team lunch or a special award. Regardless

of the form, celebrating successes is an important way to show employees that their hard work is appreciated and valued.

Celebrations can also be used to recognize individual or team accomplishments. This can be done in a variety of ways, such as giving out awards, hosting team events, or simply taking the time to recognize and thank employees for their hard work. Celebrations can also be used to recognize milestones, such as the completion of a project or the achievement of a goal. By taking the time to celebrate successes, managers can create a positive work environment and motivate employees to continue to strive for excellence.

***#15. Invest: The One Minute Manager emphasizes the importance of investing in employees and providing them with the training and development they***

## ***need.***

The One Minute Manager emphasizes the importance of investing in employees and providing them with the training and development they need. Investing in employees is essential for any business to succeed. It helps to create a motivated and productive workforce, which in turn leads to increased profits. Investing in employees also helps to create a positive work environment, which can lead to increased job satisfaction and loyalty. Investing in employees can include providing them with training and development opportunities, such as workshops, seminars, and online courses. It can also include providing them with the tools and resources they need to do their job effectively. Investing in employees also means providing them with the support and recognition they need to feel valued and appreciated. By investing in

employees, businesses can create a culture of success and ensure that their employees are motivated and productive.

***#16. Adapt: The One Minute Manager suggests that managers should be flexible and adapt to changing circumstances.***

The One Minute Manager, written by Kenneth Blanchard and Spencer Johnson, suggests that managers should be flexible and adapt to changing circumstances. This idea is based on the concept that the world is constantly changing, and that managers must be able to adjust their strategies and approaches to keep up with the times. By being able to adapt to new situations, managers can ensure that their teams are able to remain productive and successful.

The One Minute Manager also emphasizes the importance of



communication. Managers should be able to communicate effectively with their teams, and be open to feedback and suggestions. This helps to ensure that everyone is on the same page and that everyone is working towards the same goals. Additionally, managers should be able to recognize when their team needs help and be willing to provide it.

Finally, the One Minute Manager suggests that managers should be willing to take risks and try new things. This can help to keep teams motivated and engaged, and can also help to foster creativity and innovation. By being willing to take risks and try new things, managers can ensure that their teams are able to stay ahead of the competition and remain successful.

***#17. Plan: The One Minute Manager encourages managers to plan ahead and anticipate potential problems.***

The One Minute Manager, written by Kenneth Blanchard and Spencer Johnson, encourages managers to plan ahead and anticipate potential problems. Planning is an essential part of successful management, as it allows managers to be proactive rather than reactive. By planning ahead, managers can identify potential issues and develop strategies to address them before they become a problem. Planning also helps managers to set goals and objectives, and to create a timeline for achieving them. Additionally, planning can help managers to allocate resources more efficiently and to ensure that tasks are completed on time. Planning is an important part of successful management, and The One Minute Manager provides managers with the tools and strategies they need to plan effectively.

**#18.      *Monitor: The One Minute Manager suggests that managers***

***should monitor their employees' progress and provide feedback.***

The One Minute Manager suggests that managers should monitor their employees' progress and provide feedback. This means that managers should regularly check in with their employees to see how they are doing and provide constructive criticism and praise. This helps to ensure that employees are on track and that their work is meeting the standards of the organization. It also helps to build trust between the manager and the employee, as the manager is showing that they are invested in the employee's success. Additionally, it helps to create a culture of accountability, as employees know that their work is being monitored and that they will be held accountable for their performance. By monitoring their employees' progress, managers can ensure that their team is working efficiently

and effectively.

**#19. *Evaluate: The One Minute Manager encourages managers to evaluate their employeesâ€™™ performance and provide constructive criticism.***

The One Minute Manager, written by Kenneth Blanchard and Spencer Johnson, encourages managers to evaluate their employees' performance and provide constructive criticism. This evaluation should be done on a regular basis, and should be done in a way that is both positive and encouraging. The One Minute Manager suggests that managers should take the time to recognize and reward employees for their successes, as well as provide feedback on areas where improvement is needed. This feedback should be given in a way that is respectful and non-judgmental, and should focus on

the employee's behavior rather than their character. The One Minute Manager also suggests that managers should provide employees with clear goals and expectations, and should provide them with the resources and support they need to reach those goals. By taking the time to evaluate their employees' performance and provide constructive criticism, managers can help their employees reach their full potential and create a more productive and successful workplace.

**#20. *Reward: The One Minute Manager emphasizes the importance of rewarding employees for their hard work and dedication.***

The One Minute Manager emphasizes the importance of rewarding employees for their hard work and dedication. Rewards can come in many forms, such as verbal praise, a bonus, or a promotion. Rewards

can be used to motivate employees to work harder and to recognize their accomplishments. Rewards can also be used to show appreciation for a job well done and to encourage employees to continue to strive for excellence. Rewards can be tailored to the individual, taking into account their interests and preferences. Rewards should be given in a timely manner, so that employees know that their efforts are being recognized and appreciated.

Rewards should be meaningful and appropriate for the situation. For example, a bonus or a promotion may be appropriate for an employee who has gone above and beyond in their work. On the other hand, a simple thank you or a gift card may be more appropriate for an employee who has done a good job but not gone above and beyond. Rewards should also be given in a way that is

meaningful to the employee, such as publicly recognizing their accomplishments or giving them a gift that is meaningful to them.

The One Minute Manager emphasizes the importance of rewarding employees for their hard work and dedication. Rewards can be used to motivate employees, recognize their accomplishments, and show appreciation for a job well done. Rewards should be meaningful, appropriate, and tailored to the individual. By rewarding employees for their hard work and dedication, employers can create a positive work environment and foster a culture of excellence.

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