PRINCIPLES OF MANAGEMENT BBA 1ST SEMESTER Tutorial

Principles of Management BBA 1st Semester form a fundamental part of the curriculum for students pursuing a Bachelor of Business Administration. These principles lay the groundwork for understanding how organizations operate efficiently and effectively. As the first step in a management education, this course introduces students to core concepts that are essential for leadership, decision-making, and organizational success. Covering a wide array of topics, the principles of management provide students with the knowledge and skills needed to analyze, implement, and improve management practices in various business environments.

Understanding Principles of Management in BBA 1st Semester

The principles of management in BBA 1st semester serve as the foundation for future specialization and advanced studies. These principles are derived from classic management theories and adapted to modern organizational needs. They help students grasp how managers plan, organize, lead, and control resources to achieve organizational goals. The course emphasizes both theoretical frameworks and practical applications, ensuring students can relate concepts to real-world business scenarios.

Key Principles of Management

Management principles are broad guidelines that managers follow to ensure organizational efficiency and effectiveness. While different theorists have proposed various principles over time, some core principles are universally accepted and form the basis of management education.

- Planning

Planning is the first and foremost principle of management. It involves setting objectives and determining the best course of action to achieve them.

Subpoints:

- Definition: Planning is the process of thinking about and organizing the tasks necessary to achieve organizational goals.
- Importance: It helps in minimizing risks, allocating resources efficiently, and providing direction.

- Types of Planning: Strategic, tactical, operational, and contingency planning.

- Organizing

Organizing involves arranging resources and tasks in a structured manner to implement plans effectively.

Subpoints:

- Definition: The process of identifying and grouping activities, defining authority, and allocating resources.
- Elements of Organizing: Departmentation, delegation of authority, and establishing relationships.
- Purpose: To facilitate coordination and ensure smooth workflow.

- Staffing

Staffing focuses on recruiting, selecting, training, and developing personnel to fill organizational roles.

Subpoints:

- Importance: Ensures the organization has competent people to perform tasks.
- Activities: Job analysis, recruitment, selection, placement, training, and development.
- Outcome: A motivated and skilled workforce.

- Leading

Leading involves motivating, directing, and influencing employees to work towards organizational goals.

Subpoints:

- Definition: The process of guiding and inspiring team members.
- Leadership Styles: Autocratic, democratic, laissez-faire.

- Skills Required: Communication, motivation, decision-making.

- Controlling

Controlling is monitoring performance and taking corrective actions to ensure objectives are achieved.

Subpoints:

- Definition: The process of setting performance standards, measuring actual performance, and taking corrective actions.
- Steps: Establishing standards, measuring performance, comparing, and acting.
- Importance: Ensures organizational activities are on track.

Classical Management Theories and Their Principles

Many principles taught in BBA 1st semester are rooted in classical management theories. Understanding these helps students appreciate the evolution of management thought.

Scientific Management by Frederick Taylor

- Emphasizes efficiency and productivity.
- Principles:
- Scientific selection and training of workers.
- Cooperation between management and workers.
- Development of a true science of work.

Administrative Management by Henri Fayol

- Focuses on organizational structure and management functions.
- 14 Principles of Management, including:
- Division of work.
- Authority and responsibility.
- Unity of command.
- Centralization.
- Esprit de corps.

Bureaucratic Management by Max Weber

- Advocates for a structured, formal network of relationships.
- Principles:
- Clear hierarchy.
- Formal rules and regulations.
- Impersonal relationships.
- Merit-based employment.

Modern Principles of Management

While classical principles form the foundation, modern management emphasizes flexibility, human relations, and technological integration.

- Coordination

Ensuring all parts of the organization work harmoniously towards common goals.

- Flexibility

Adapting to changing environments and market conditions.

- Innovation

Encouraging creativity and continuous improvement.

- Social Responsibility

Considering the impact of organizational activities on society and environment.

Role of Principles of Management in Business Success

Applying sound management principles leads to several benefits:

- Enhanced organizational efficiency.

- Better resource utilization.
- Improved employee morale and motivation.
- Clear communication channels.
- Achievement of organizational goals.

Importance of Principles of Management for BBA Students

For students in BBA 1st semester, understanding these principles is crucial for several reasons:

- Foundation for Future Learning: Serves as the base for advanced management topics.
- Practical Application: Helps in analyzing real-world business situations.
- Career Development: Prepares students for managerial roles.
- Decision-Making Skills: Enhances problem-solving and strategic thinking.

How to Study Principles of Management Effectively

To excel in this subject, students should adopt effective study strategies.

- Focus on Core Concepts

Prioritize understanding the fundamental principles rather than rote memorization.

- Use Real-World Examples

Relate theories to current business practices for better grasp.

- Participate in Discussions

Engage in classroom debates and group discussions to deepen understanding.

- Practice Case Studies

Analyze case studies to apply principles practically.

- Regular Revision

Consistent revision helps retain concepts and prepare for exams.

Conclusion

The principles of management taught in BBA 1st semester are vital for developing a solid managerial mindset. From planning and organizing to leading and controlling, these principles provide a comprehensive framework for understanding how organizations function efficiently. By mastering these concepts, students can lay a strong foundation for their future careers and contribute effectively to their organizations. Whether classical or modern, these principles continue to evolve, reflecting the dynamic nature of the business environment. Embracing and applying these principles will not only facilitate academic success but also prepare students for effective management roles in the competitive world of business.

Meta Description: Discover the essential principles of management for BBA 1st semester students. Learn key concepts, theories, and practical tips to excel in management studies and build a successful career.

Principles of Management BBA 1st Semester: An Expert Insight into Foundational Concepts

In the dynamic realm of business education, the Principles of Management course holds a pivotal position, especially for first-semester BBA students. Serving as the cornerstone of managerial understanding, this subject introduces learners to the fundamental concepts that underpin effective organizational functioning. As an expert review of the curriculum, this article aims to dissect the core principles, their relevance, and their practical applications, offering a comprehensive guide for students and educators alike.

Introduction to Principles of Management

The Principles of Management form the bedrock of managerial science, providing students with a structured framework to analyze, interpret, and execute managerial tasks. This course typically encompasses a blend of theoretical concepts, historical evolution, and contemporary practices that shape modern management.

At its core, the subject aims to develop a managerial mindset, emphasizing planning, organizing, staffing, directing, and controlling?collectively known as the functions of management. These principles not only serve as a guide to effective leadership but also foster problem-solving skills, ethical decision-making, and strategic thinking.

Historical Evolution and Significance

Understanding the origins of management principles offers valuable insights into their relevance

today. The evolution can be traced through several pivotal phases:

- Classical Approach: Pioneered by thinkers like Frederick Taylor, Henri Fayol, and Max Weber, this era emphasized efficiency, hierarchy, and formalized procedures.

- Behavioral Approach: Focused on human relations, motivation, and leadership, influenced by Elton Mayo and Abraham Maslow.

- Contemporary Approach: Merges classical and behavioral insights, incorporating systems theory, contingency theory, and modern management practices.

This historical perspective underscores that principles are not static but adaptable, reflecting changing organizational landscapes.

Core Principles of Management

At the heart of the curriculum are the fundamental principles that guide managerial actions. Let?s delve into each with comprehensive clarity.

1. Unity of Direction

Definition: All activities aiming toward a common objective should be directed by one manager using a single plan.

Significance: Ensures coordinated efforts, reduces duplication, and aligns team members with organizational goals.

Practical Application: For example, a marketing campaign should be managed cohesively under one supervisor to maintain consistency in messaging and strategy.

2. Unity of Command

Definition: An employee should receive orders from only one superior to prevent conflicting instructions.

Significance: Maintains clear authority lines, avoids confusion, and fosters accountability.

Practical Application: In a retail store, a salesperson should report solely to the store manager, not

multiple supervisors.

3. Division of Work

Definition: Work should be divided into specialized tasks to improve efficiency and expertise.

Significance: Promotes specialization, reduces wastage of effort, and accelerates task completion.

Practical Application: In manufacturing, assembly line workers focus on specific tasks, increasing productivity.

4. Authority and Responsibility

Definition: Managers must have the authority to give orders and the responsibility to ensure tasks are completed.

Significance: Balances power with accountability, enabling effective decision-making.

Practical Application: A project manager has the authority to allocate resources and is responsible for project success.

5. Discipline

Definition: Employees should adhere to organizational rules and agreements.

Significance: Ensures smooth operations and fosters mutual respect.

Practical Application: Regular attendance and punctuality are managed through disciplinary policies.

6. Subordination of Individual Interests

Definition: The interests of the organization should take precedence over individual interests.

Significance: Promotes organizational loyalty and unity.

Practical Application: An employee prioritizes company goals over personal gain, such as refraining from side projects during work hours.

7. Remuneration of Personnel

Definition: Compensation should be fair and satisfactory to motivate employees.

Significance: Enhances morale, commitment, and productivity.

Practical Application: Competitive salaries, benefits, and recognition programs.

8. Centralization and Decentralization

Definition: The degree to which decision-making is concentrated or dispersed.

Significance: Balances control with flexibility based on organizational size and nature.

Practical Application: Small startups may decentralize decisions, while large corporations centralize strategic planning.

9. Scalar Chain (Line of Authority)

Definition: A clear chain of command from top to bottom.

Significance: Ensures orderly communication and authority flow.

Practical Application: Organizational charts visually represent the scalar chain.

10. Equity

Definition: Managers should treat employees with fairness and justice.

Significance: Builds trust and loyalty among staff.

Practical Application: Equal opportunities in promotions and fair grievance handling.

Additional Principles and Contemporary Perspectives

While Henri Fayol?s principles form the foundation, modern management introduces additional principles emphasizing flexibility, innovation, and ethics.

- Initiative: Encouraging employees to take proactive steps fosters innovation.
- Esprit de Corps: Promoting team spirit enhances loyalty and cooperation.
- Flexibility: Adapting to changing circumstances is crucial in contemporary settings.
- Ethical Management: Upholding moral standards to build reputation and sustainability.

Application of Principles in Real-World Scenarios

Understanding theory is essential, but applying principles effectively distinguishes good managers from mediocre ones. Here are some scenarios illustrating application:

Case 1: Startup Environment

- Decentralization: Founders delegate decision-making to teams to foster innovation.
- Initiative and Flexibility: Employees are encouraged to propose new ideas and adapt swiftly.

Case 2: Large Multinational Corporation

- Scalar Chain: Clear hierarchy ensures smooth communication across geographies.
- Unity of Direction: Global strategies are aligned through centralized planning.

Case 3: Manufacturing Firm

- Division of Work: Specialization on assembly lines enhances efficiency.
- Authority and Responsibility: Supervisors oversee specific sections, accountable for output.

Challenges and Ethical Considerations

Implementing principles isn't always straightforward. Challenges include:

- Balancing Centralization and Decentralization: Finding the right mix for agility versus control.
- Maintaining Discipline: Enforcing rules without demotivating employees.
- Fair Remuneration: Ensuring compensation aligns with industry standards and performance.

Ethically, principles like equity and discipline demand managers to act with integrity, fairness, and transparency, fostering a positive organizational culture.

Conclusion: The Relevance of Principles of Management Today

The Principles of Management remain highly relevant, serving as the guiding compass for effective organizational leadership. While the business environment evolves with technological advancements and globalization, these foundational principles adapt and continue to provide clarity amid complexity.

For BBA students in their first semester, mastering these principles offers more than academic

knowledge?it cultivates managerial acumen, strategic thinking, and ethical judgment. As future managers, understanding and applying these principles will be instrumental in navigating organizational challenges, driving growth, and fostering sustainable success.

In summary, the Principles of Management in BBA 1st semester form a comprehensive framework that combines timeless wisdom with contemporary relevance. They serve as the foundational bedrock upon which managerial skills are built, emphasizing efficiency, ethical conduct, and strategic alignment. Aspiring managers who internalize these principles will be well-equipped to lead organizations effectively in an ever-changing business landscape.

QuestionAnswer What are the fundamental principles of management covered in BBA 1st semester? The fundamental principles include planning, organizing, staffing, directing, and controlling, which serve as the foundation for effective management practices taught in the BBA 1st semester. Why is the principle of unity of command important in management? The principle of unity of command states that an employee should receive orders from only one superior to avoid confusion and conflict, ensuring clear authority and accountability within an organization. How does the principle of division of work contribute to management efficiency? Division of work allows tasks to be specialized, leading to increased efficiency, higher quality of work, and better use of resources by assigning specific responsibilities to individuals or teams. What role does the principle of coordination play in management? Coordination ensures that all parts of an organization work harmoniously towards common goals, facilitating effective communication and integration of activities across departments. How is the principle of scalar chain relevant in modern management practices? The scalar chain refers to the clear line of authority from top management to the lowest ranks, emphasizing the importance of hierarchical structure for effective communication, but modern practices also promote flexibility and open communication channels.

Related keywords: management principles, business administration, organizational behavior, leadership, decision making, planning, controlling, staffing, motivation, business ethics

PRINCIPLES LIFE AND WORK

Principles Life and Work: A Guide to Building a Fulfilling and Successful Life

In today?s fast-paced and constantly changing world, having clear principles in life and work is more important than ever. Principles serve as the foundational values and beliefs that guide our decisions, behaviors, and interactions. They act as a compass, helping us navigate challenges, make consistent choices, and achieve personal and professional fulfillment. Understanding and applying core principles in both life and work can lead to greater clarity, integrity, and success.

Understanding Principles Life and Work

Principles in life and work are the fundamental truths or beliefs that influence our actions and attitudes. Unlike goals or objectives, which are specific outcomes we strive for, principles are enduring and universal. They provide a moral and ethical framework that shapes our character and guides our interactions.

Having strong principles helps:

- Maintain integrity and authenticity
- Build trust and credibility
- Make consistent and ethical decisions
- Foster resilience during difficult times
- Achieve long-term satisfaction and success

The Importance of Principles in Life and Work

Applying principles is essential because it aligns our actions with our core values. This alignment creates a sense of purpose and direction, increasing motivation and commitment. Moreover, principles help us:

- Cultivate discipline and self-control
- Develop healthy relationships
- Make difficult decisions with confidence
- Enhance reputation and credibility
- Lead a life of meaning and integrity

In the workplace, principles contribute to a positive organizational culture, promote ethical behavior, and drive sustainable success. In personal life, they foster self-awareness, emotional resilience, and genuine happiness.

Core Principles for a Fulfilling Life

While principles can vary based on individual values, some universal principles can guide anyone toward a more meaningful life:

1. Integrity

Being honest and transparent in all dealings builds trust and self-respect. Integrity entails doing the

right thing even when no one is watching.

2. Respect

Valuing others? perspectives, boundaries, and dignity fosters healthy relationships and a compassionate mindset.

3. Responsibility

Taking ownership of your actions and their outcomes encourages accountability and personal growth.

4. Gratitude

Practicing gratitude shifts focus from what is lacking to what is abundant, enhancing well-being and contentment.

5. Compassion

Showing kindness and understanding toward others promotes empathy and social harmony.

6. Continuous Growth

Embracing lifelong learning and self-improvement helps adapt to change and achieve personal potential.

Principles for Effective Work and Career Success

In addition to personal principles, specific values in work can significantly impact professional success and satisfaction:

1. Excellence

Striving for quality and mastery in your work fosters pride and creates value.

2. Accountability

Owning your responsibilities and results builds trust with colleagues and clients.

3. Collaboration

Working effectively with others enhances creativity, problem-solving, and innovation.

4. Adaptability

Being open to change and learning new skills ensures relevance in a dynamic environment.

5. Ethical Conduct

Upholding honesty, fairness, and respect maintains integrity and a positive reputation.

6. Customer Focus

Prioritizing client needs and satisfaction leads to loyalty and business growth.

Developing and Living Your Principles

Having principles is one thing; living by them consistently is another. Here are strategies to embed principles into your daily life and work:

1. Clarify Your Core Values

Reflect on what matters most to you. Write down your core beliefs and principles to create a clear personal or professional manifesto.

2. Set Intentional Goals Aligned with Principles

Ensure your goals reflect your principles. For example, if integrity is vital, set goals around honesty and transparency.

3. Practice Self-Reflection

Regularly evaluate your actions and decisions. Ask yourself if they align with your principles.

4. Seek Role Models and Mentors

Learn from individuals who exemplify strong principles and integrity.

5. Make Ethical Decisions

When faced with dilemmas, consider what aligns with your core principles before acting.

6. Embrace Accountability

Hold yourself responsible for living according to your principles and learn from mistakes.

Challenges in Upholding Principles

Living by principles may sometimes be challenging, especially when faced with pressure, temptation, or conflicting interests. Common obstacles include:

- External pressures to compromise values for short-term gains
- Fear of rejection or criticism
- Lack of confidence or clarity about principles
- Habitual behaviors that conflict with core beliefs

Overcoming these challenges requires courage, self-awareness, and a commitment to authenticity. Remember, consistency in principles builds character and long-term respect.

Benefits of a Principles-Driven Life and Work

Adopting principles as the foundation of your life and work offers numerous benefits:

- Increased trust and credibility from others
- Greater resilience in adversity
- Enhanced decision-making clarity
- Personal integrity and inner peace
- Stronger relationships and networks
- Long-term fulfillment and success

A principles-driven approach aligns your actions with your true self, leading to a more authentic, meaningful, and rewarding life.

Conclusion

Principles life and work form the bedrock of a meaningful and successful existence. They serve as guiding lights that help us navigate complex situations, uphold integrity, and stay true to our values. Building awareness of your core principles, actively practicing them, and overcoming challenges ensures that your personal and professional life remain aligned with what truly matters.

Remember, cultivating principles is an ongoing process. As you grow and evolve, so too should your

understanding and application of your core values. Embrace this journey of self-discovery and integrity, and you will find yourself living a life filled with purpose, respect, and genuine success.

Principles of Life and Work: A Comprehensive Guide to Navigating Success and Fulfillment

In a world characterized by rapid change and unpredictable challenges, understanding and adopting core principles of life and work can serve as a compass for personal growth, professional success, and overall well-being. These principles are timeless truths and guiding standards that help individuals make consistent, ethical, and effective decisions, fostering resilience and purpose. Whether you're seeking to improve your personal life, advance your career, or find a balanced approach to both, grounding yourself in solid principles can create a foundation for sustained fulfillment and achievement.

The Significance of Principles in Life and Work

Principles act as the internal compass that guides your choices, behaviors, and interactions. They shape your character, influence your relationships, and determine your professional trajectory. In essence, principles provide clarity amidst chaos, helping you:

- Make ethical decisions aligned with your values
- Build trust and credibility with others
- Stay resilient during setbacks and failures
- Cultivate a growth mindset and continuous learning
- Achieve consistency and integrity in actions

Understanding these principles and integrating them into everyday life ensures you are not merely reacting to circumstances but proactively shaping your destiny.

Core Principles of Life

Living a principled life involves adhering to values that promote personal integrity, purpose, and happiness. Below are some fundamental principles that underpin a meaningful and balanced existence.

- Authenticity and Self-Aareness

Authenticity entails being true to yourself, embracing your unique qualities, and living in alignment with your core values. Self-awareness complements this by understanding your strengths, weaknesses, passions, and motivations.

- Know what truly matters to you
- Avoid pretending to be someone you're not
- Regularly reflect on your actions and goals

- Growth and Continuous Learning

A commitment to personal growth involves seeking knowledge, developing new skills, and embracing change.

- Cultivate curiosity
- View failures as opportunities to learn
- Stay open to feedback and adapt accordingly

- Compassion and Empathy

Building meaningful relationships requires understanding others? perspectives and showing kindness.

- Practice active listening
- Show genuine concern for others? well-being
- Offer help without expecting immediate reciprocation

- Resilience and Perseverance

Life inevitably presents challenges; resilience allows you to bounce back stronger.

- Develop mental toughness
- Maintain optimism during adversity
- Focus on long-term goals rather than short-term setbacks

- Gratitude and Contentment

Appreciating what you have fosters happiness and reduces stress.

- Keep a gratitude journal
- Celebrate small victories
- Avoid comparison and envy

Principles of Work

Principles in the professional realm are essential for building a successful, ethical, and fulfilling career. They guide behavior, decision-making, and interactions with colleagues, clients, and stakeholders.

- Integrity and Honesty

Trust is the cornerstone of professional relationships.

- Be truthful in your communications
- Own your mistakes and rectify them
- Uphold ethical standards, even when inconvenient

- Excellence and Accountability

Striving for high standards and taking responsibility for your work fosters reputation and trust.

- Deliver quality consistently
- Meet deadlines and commitments
- Accept constructive criticism and improve

- Collaboration and Teamwork

Most achievements are the result of effective teamwork.

- Respect diverse perspectives
- Communicate openly
- Support colleagues and share credit

- Innovation and Adaptability

The ability to innovate and adapt is vital in a dynamic environment.

- Embrace change proactively
- Seek creative solutions
- Stay updated with industry trends and technologies

- Leadership and Influence

Good leaders inspire and motivate others.

- Lead by example
- Empower others to excel
- Make decisions based on fairness and vision

Integrating Principles into Daily Life and Work

Adopting principles is not a one-time event but a continuous process. Here are strategies to embed them into your daily routines:

- Clarify Your Core Values

Identify what principles resonate most with you and write them down.

- Reflect on role models and mentors
- Prioritize your list of core principles
- Revisit and revise periodically

- Set Intentional Goals

Align your goals with your principles to ensure consistency.

- Establish SMART (Specific, Measurable, Achievable, Relevant, Time-bound) goals

- Break down long-term visions into actionable steps
- Regularly assess progress

- Practice Mindfulness and Reflection

Daily or weekly reflection helps reinforce your principles.

- Keep a journal of experiences and lessons learned
- Meditate or practice mindfulness to stay present
- Adjust behaviors that are misaligned with your values

- Seek Feedback and Mentorship

Other perspectives can help you stay true to your principles.

- Engage with mentors or coaches
- Be open to constructive criticism
- Use feedback as a growth tool

- Lead by Example

Whether in personal relationships or professional settings, demonstrate your principles through actions.

- Be consistent in ethics and behavior
- Inspire others through your integrity
- Create a culture of principles in your team or community

Challenges in Upholding Principles

While principles are vital, adhering to them isn?t always straightforward. Common challenges include:

- External pressures to compromise ethics for success

- Conflicting principles that require prioritization
- Fear of criticism or rejection
- Temptations to take shortcuts or cut corners

Overcoming these challenges involves unwavering commitment, self-discipline, and a clear understanding of your purpose. Remember, short-term compromises can undermine long-term trust and fulfillment.

The Benefits of Living by Principles

Adopting and consistently practicing principles yields numerous benefits:

- Enhanced Trustworthiness: Others see you as reliable and ethical.
- Greater Self-Respect: Living authentically boosts self-esteem.
- Resilience in Adversity: Principles serve as anchors during tough times.
- Clarity of Purpose: Clear principles provide direction and motivation.
- Legacy and Impact: Principles shape the way you influence others and contribute to society.

Conclusion: The Path to a Principled Life and Work

In essence, principles of life and work are the foundational truths that guide us toward authenticity, growth, integrity, and fulfillment. They serve as a moral compass, helping navigate complex decisions, foster meaningful relationships, and build a legacy of trust and excellence. While challenges are inevitable, a steadfast commitment to core principles ensures you stay aligned with your values and purpose.

Living by principles is a continuous journey?one that demands reflection, practice, and resilience. As you integrate these guiding standards into your daily routines, you'll find that success is not just measured by achievements but also by the integrity and authenticity of your character. Embrace these principles, and they will serve as your steadfast companions on the path to a fulfilling life and impactful work.

QuestionAnswer What are the fundamental principles that guide a successful life? Core principles include integrity, continuous learning, resilience, gratitude, and maintaining a positive mindset, which collectively foster personal growth and fulfillment. How can applying principles of work ethic improve career success? A strong work ethic?characterized by punctuality, responsibility, dedication, and perseverance?builds trust, enhances productivity, and opens up opportunities for advancement. Why is integrity important in both life and work? Integrity fosters trust and credibility, which are essential for meaningful relationships and professional reputation, leading to long-term success and respect. How does setting principles influence decision-making? Having clear

principles provides a moral compass, helping individuals make consistent, ethical decisions aligned with their values even in challenging situations. What role does resilience play in balancing life principles and work challenges? Resilience enables individuals to recover from setbacks, adapt to change, and maintain focus on their core principles amidst adversity. How can mindfulness contribute to living by principles in daily life? Mindfulness cultivates awareness and intentionality, allowing individuals to act in accordance with their principles and respond thoughtfully rather than react impulsively. What is the relationship between purpose-driven work and personal principles? Purpose-driven work aligns with personal principles, creating a sense of meaning and motivation that enhances both job satisfaction and overall well-being. How can organizations foster principles-based cultures? Organizations can promote core values through transparent leadership, ethical policies, recognition of principled behavior, and embedding principles into their mission and practices.

Related keywords: values, ethics, integrity, discipline, balance, motivation, productivity, goal-setting, time-management, leadership

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