Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

7.1-7.2 Worksheet

1. *True or False?* Effective managers should use strategic management rather than tactical management. Justify your answer.
2. Describe a specific activity a manager might complete that illustrates each of the five management functions.
   1. Planning
   2. Organizing
   3. Staffing
   4. Implementing
   5. Controlling
3. You have been assigned to be the team leader of a work group that must complete a very important project. What are the first things you would do to inspire and motivate the individuals to work well as a team to complete the assignment?
4. To demonstrate your *self-understanding*, what do you believe are your human relations strengths? List at least two. What are your current weaknesses? List at least two.