Planning

Planning is the first and base component of management. It involves recognizing the [organization](http://www.expertmanage.com/index.php?option=com_content&view=category&id=57&Itemid=131)’s goals and developing strategies to achieve these goals. This is called strategy planning. These strategies may have to be altered or completely changed constantly based on the macro and micro factors affecting an [organization](http://www.expertmanage.com/index.php?option=com_content&view=category&id=57&Itemid=131). Thus planning is a constant process. Even though all planning involves the same kind of thought process, different types of plans are made for different functions of an organization. Examples of planning are strategic planning, marketing planning, business planning, succession planning, project planning, sales planning, etc.

Organizing

Organizing is an important responsibility of a manager. Unless a manager manages in an organized manner, no work will get done. A manager’s organizational responsibilities include organizing the resources of an[organization](http://www.expertmanage.com/index.php?option=com_content&view=category&id=57&Itemid=131), identifying different roles, choosing the right people for these roles, delegating tasks to people, etc. He also has to ensure that the employees have the required resources to perform their tasks better. Inefficient[organization](http://www.expertmanage.com/index.php?option=com_content&view=category&id=57&Itemid=131) can lead to chaos in the company.

Leading

Even though many use the term managing and leading synonymously, nothing could be farther from the truth.  Simply managing tasks means making people do their jobs. But leading means influencing and inspiring people in such a way that they feel motivated to do their jobs. People find it easier to follow a leader. Following the orders of a manager is something that is done as a part of one’s job, but following a leader is something that is done more willingly by people. Thus, every manager must aim at becoming a good leader. A leader focuses on interpersonal relations with each employee and constantly motivates them to perform better. By creating a positive working environment a leader can effectively help improve the employees’ job performance and hence their morale.

Controlling

Controlling as the name suggests means controlling the various functions in the [organization](http://www.expertmanage.com/index.php?option=com_content&view=category&id=57&Itemid=131) to ensure they are on track with the goals that were set at the beginning of the planning process. Controlling also involves setting certain performance standards for the employees and constantly evaluating their job performance. Sometimes the strategies and plans that were developed and implemented may not work out as initially planned due to certain external factors. Controlling and evaluating helps a manager recognize these failures and quickly implement corrective measures to bring the task back on track.

It involves evaluating the expected and actual job performance. This helps a manager recognize potential problems and take preventive measures against the consequences.

These four functions of management are very important for an [organization](http://www.expertmanage.com/index.php?option=com_content&view=category&id=57&Itemid=131) and if done well can be the reason behind the success of the business.