

# Principles and practice of management Printable PDF

## Principles and Practice of Management

Management is an essential function that steers organizations toward achieving their goals efficiently and effectively. Whether in a corporate, governmental, or non-profit setting, the principles and practice of management serve as guiding frameworks that enable managers to coordinate resources, lead teams, and make strategic decisions. Understanding these principles and their practical application is vital for organizational success and sustainability. This article explores the foundational principles of management, their practical implementation, and the evolving dynamics that influence managerial practices in contemporary organizations.

## Introduction to Principles and Practice of Management

Management is both an art and a science. It involves applying established principles to solve complex organizational problems, optimize resources, and foster a productive work environment. The principles of management are universal guidelines derived from extensive research and experience, providing a blueprint for effective leadership and decision-making. Conversely, the practice of management refers to the real-world application of these principles within specific organizational contexts.

In today's dynamic business environment, managers must adapt and innovate while adhering to fundamental principles that ensure consistency, fairness, and strategic alignment. This synergy between principles and practice forms the backbone of successful management and organizational growth.

## Fundamental Principles of Management

The principles of management serve as foundational truths that guide managerial behavior and decision-making. These principles, articulated by pioneers like Henri Fayol, are universally applicable across industries and organizational types. Here are some of the key principles:

### 1. Division of Work

- Specialization enhances efficiency by allowing employees to develop expertise in specific tasks.
- Clear role definitions reduce confusion and improve productivity.

## 2. Authority and Responsibility

- Managers must have the authority to give orders and enforce obedience.
- Alongside authority, they bear responsibility for their decisions and actions.

## 3. Discipline

- Organizational rules and agreements must be respected.
- Discipline fosters a respectful and orderly work environment.

## 4. Unity of Command

- Employees should receive orders from only one superior to avoid confusion.
- Clear command channels enhance accountability.

## 5. Unity of Direction

- Activities with similar objectives should be grouped under a single plan.
- Ensures coordinated efforts toward common goals.

## 6. Subordination of Individual Interests to General Interests

- Organizational goals take precedence over individual desires.
- Promotes team cohesion and organizational focus.

## 7. Remuneration

- Fair compensation motivates employees and rewards performance.
- Compensation should be equitable and transparent.

## 8. Centralization and Decentralization

- Balance between centralized authority and decentralization depends on organizational size and complexity.

- Proper balance ensures effective decision-making.

## 9. Scalar Chain (Line of Authority)

- A clear chain of command facilitates communication and authority flow.
- Facilitates orderly communication within the organization.

## 10. Equity

- Fair treatment of employees fosters loyalty and motivation.
- Promotes a harmonious workplace.

## 11. Stability of Tenure of Personnel

- Job security encourages loyalty and reduces turnover.
- Stability supports organizational growth.

## 12. Initiative

- Encouraging employee initiative stimulates innovation.
- Employees should be motivated to contribute ideas.

## 13. Esprit de Corps

- Promoting team spirit enhances unity and morale.
- Fosters a positive organizational culture.

## Practical Application of Management Principles

Applying management principles effectively requires contextual understanding and adaptability. Here's how organizations translate these principles into practice:

### Strategic Planning and Goal Setting

- Use the principle of unity of direction to align departmental objectives with organizational goals.

- Develop strategic plans that consider both short-term and long-term objectives.

## Organizational Structure Design

- Implement division of work by creating specialized departments or teams.
- Establish clear lines of authority (scalar chain) and reporting relationships.

## Leadership and Decision-Making

- Balance centralization and decentralization to optimize decision efficiency.
- Empower employees through delegation, respecting the principle of authority and responsibility.

## Motivation and Compensation

- Design fair remuneration packages based on performance and market standards.
- Recognize achievements to boost morale and productivity.

## Communication Management

- Maintain open channels that respect the scalar chain while encouraging feedback.
- Foster esprit de corps through team-building activities and a positive work environment.

## Change Management and Innovation

- Promote initiative and support employee suggestions for process improvements.
- Manage organizational change carefully, respecting stability principles.

## Contemporary Perspectives and Evolving Practices

While classical principles of management provide a solid foundation, modern organizations face new challenges that require evolving practices:

### 1. Emphasis on Leadership and Emotional Intelligence

- Effective management today involves emotionally intelligent leadership that values empathy and

interpersonal skills.

- Leaders inspire and motivate teams beyond transactional exchanges.

## 2. Technological Integration

- Incorporate digital tools for communication, data analysis, and process automation.
- Use management information systems to enhance decision-making.

## 3. Agile and Flexible Management

- Adopt agile methodologies that allow rapid adaptation to market changes.
- Promote a culture of continuous learning and innovation.

## 4. Diversity and Inclusion

- Recognize the importance of diverse teams for creativity and problem-solving.
- Implement inclusive policies aligned with fairness and equity principles.

## 5. Sustainability and Corporate Responsibility

- Integrate environmental and social considerations into management practices.
- Balance profit goals with societal well-being.

## Conclusion

The principles and practice of management form a comprehensive framework that guides organizations in achieving their objectives effectively and ethically. While foundational principles like division of work, authority, discipline, and esprit de corps remain relevant, their application must be adapted to modern organizational dynamics, technological advancements, and societal expectations.

Successful management hinges on understanding these principles deeply and applying them judiciously in real-world scenarios. As organizations navigate complexities and disruptions, managers who blend timeless principles with innovative practices will be better positioned to lead their teams toward sustained success and growth. Embracing continuous learning and adaptation is essential in the ever-evolving landscape of management.

By mastering the principles and their practical application, managers can foster productive workplaces, drive organizational excellence, and contribute positively to society at large.

## Principles and Practice of Management: A Comprehensive Guide for Modern Leaders

In the dynamic landscape of today's business environment, mastering the principles and practice of management is essential for organizations aiming to thrive and sustain competitive advantage. Management, at its core, involves coordinating and utilizing resources—human, financial, physical, and informational—to achieve organizational goals efficiently and effectively. While the principles provide the foundational guidelines, the practice encompasses the application of these principles in real-world scenarios. This article explores the fundamental principles of management, their practical application, and the evolving nature of management in the modern era.

### Understanding the Principles of Management

The principles of management serve as the guiding philosophies that inform effective managerial behavior and decision-making. Originating from early management theorists like Henri Fayol, these principles are designed to streamline organizational operations, foster teamwork, and promote productivity.

### Core Principles of Management

#### - Division of Work

Specialization increases efficiency by allowing individuals to focus on specific tasks, thereby developing expertise and reducing errors.

#### - Authority and Responsibility

Managers must have the authority to give orders and enforce discipline, balanced by responsibility for their actions and decisions.

#### - Discipline

Maintaining order and respect within the organization is vital; discipline ensures adherence to rules and agreements.

- Unity of Command

Each employee should receive orders from only one superior to prevent confusion and conflicting instructions.

- Unity of Direction

Activities with similar objectives should be grouped under a single plan to ensure coordinated effort.

- Subordination of Individual Interests

The interests of the organization should take precedence over individual desires.

- Remuneration

Fair and adequate compensation motivates employees and acknowledges their contributions.

- Centralization and Decentralization

The degree of decision-making authority should be balanced according to the organization's size and complexity.

- Scalar Chain

A clear chain of command facilitates order and communication within the organization.

- Order

Proper placement of resources and personnel ensures efficiency.

- Equity

Fairness and kindness foster loyalty and motivation among employees.

- Stability of Tenure

Secure employment encourages loyalty and reduces turnover.

- Initiative

Employees should be encouraged to take initiative, fostering innovation.

- Esprit de Corps

Promoting team spirit enhances harmony and unity within the organization.

These principles, while foundational, are adaptable and must be contextualized to suit specific organizational needs and environments.

### Practical Application of Management Principles

Applying management principles in practice involves translating theoretical concepts into actionable strategies. This requires understanding organizational context, industry specifics, and cultural considerations.

#### Planning

- Define Clear Objectives: Establish SMART (Specific, Measurable, Achievable, Relevant, Time-bound) goals.
- Develop Strategies: Identify the best course of action to achieve objectives, considering available resources.
- Forecasting: Use data and trend analysis to anticipate future challenges and opportunities.

#### Organizing

- Structure Design: Create organizational charts that delineate roles, responsibilities, and reporting relationships.
- Resource Allocation: Distribute physical, financial, and human resources efficiently.
- Delegation: Assign authority appropriately, empowering subordinates while maintaining accountability.

## Staffing

- Recruitment and Selection: Hire individuals whose skills align with organizational needs.
- Training and Development: Invest in continuous learning to enhance employee capabilities.
- Performance Appraisal: Regularly evaluate employee performance and provide feedback.

## Leading

- Motivation: Use intrinsic and extrinsic motivators aligned with organizational culture.
- Communication: Foster open, transparent channels to ensure information flow.
- Leadership Styles: Adapt leadership approach (autocratic, democratic, laissez-faire) based on team dynamics.

## Controlling

- Monitoring: Track progress against plans using key performance indicators (KPIs).
- Feedback: Use data to make informed decisions and corrective actions.
- Adjustments: Be flexible and willing to modify strategies in response to changing circumstances.

## Evolving Trends and Challenges in Management Practice

While traditional principles provide a foundation, modern management practice must adapt to rapid technological change, globalization, and shifting workforce expectations.

### Embracing Technology

- Digital Transformation: Implement ERP systems, AI, and data analytics for informed decision-making.
- Remote Work Management: Develop policies and tools to manage virtual teams effectively.

### Fostering Innovation

- Encourage Creativity: Create an environment where new ideas are welcomed.
- Agile Methodologies: Adopt flexible project management approaches to respond quickly to change.

## Promoting Sustainability and Ethical Practices

- Corporate Social Responsibility (CSR): Integrate social and environmental considerations into strategic planning.
- Ethical Leadership: Uphold integrity and transparency in all operations.

## Managing Diversity and Inclusion

- Cultural Competence: Recognize and leverage diverse perspectives.
- Inclusive Policies: Ensure equitable opportunities for all employees.

## Challenges Faced by Modern Managers

Navigating today's complex organizational landscape entails overcoming various hurdles:

- Rapid Change: Keeping pace with technological and market shifts.
- Global Competition: Managing cross-cultural teams and international markets.
- Workforce Dynamics: Addressing generational differences and employee engagement.
- Information Overload: Filtering relevant data to make sound decisions.
- Regulatory Compliance: Staying updated with legal and ethical standards.

## Best Practices for Effective Management

To bridge the gap between principles and practice, managers should adhere to several best practices:

- Continuous Learning: Stay updated with industry trends and management methodologies.
- Effective Communication: Foster clarity, transparency, and active listening.
- Empowerment: Delegate authority and encourage autonomy.
- Strategic Thinking: Align daily operations with long-term vision.
- Collaborative Culture: Promote teamwork, trust, and shared goals.
- Feedback Culture: Regularly solicit and act on feedback from employees and stakeholders.

## Conclusion

The principles and practice of management form the backbone of organizational success in a complex, fast-paced world. While foundational principles like division of work, authority, and

discipline provide essential guidance, their effective application requires adaptability, strategic thinking, and a keen understanding of contemporary challenges. Leaders who can bridge theory and practice, leveraging these principles while embracing innovation and change, will position their organizations for sustained growth and resilience. As management continues to evolve, cultivating a mindset of continuous improvement and ethical responsibility remains paramount for effective leadership in the modern era.

**QuestionAnswer** What are the fundamental principles of management? The fundamental principles of management include planning, organizing, staffing, directing, controlling, and coordinating activities to achieve organizational goals efficiently and effectively. How does the concept of scientific management influence modern management practices? Scientific management emphasizes data-driven decision making, standardization of work, and efficiency, influencing modern practices by promoting productivity improvements and systematic workflows. What role does leadership play in the practice of management? Leadership involves inspiring and guiding employees towards achieving organizational objectives, fostering motivation, communication, and a positive work environment essential for effective management. How important is decision-making in management principles? Decision-making is central to management as it involves selecting the best course of action among alternatives, affecting organizational success, resource allocation, and strategic direction. What are the key functions of a manager according to the principles of management? The key functions include planning, organizing, staffing, leading, and controlling, which collectively ensure that organizational objectives are met efficiently. How do the principles of management adapt to the dynamic business environment? They adapt by emphasizing flexibility, innovation, continuous improvement, and responsiveness to changes in technology, market conditions, and consumer preferences. What is the significance of ethical practices in management? Ethical practices build trust, ensure legal compliance, enhance reputation, and promote a positive workplace culture, which are vital for long-term organizational success. How do management practices vary across different industries? Management practices vary based on industry-specific factors such as operational processes, regulatory environment, customer needs, and technological requirements, necessitating tailored approaches. What are the contemporary challenges faced in the practice of management? Contemporary challenges include managing technological disruptions, globalization, workforce diversity, sustainability concerns, and adapting to rapid market changes.

**Related keywords:** management principles, organizational behavior, leadership strategies, business management, management theories, strategic planning, operational management, decision making, human resource management, managerial skills

## 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-Awareness

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.

**Question** 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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