

## Manager's Work, Duties, and Organization Issues

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**Annotation:** This article provides a theoretical analysis of issues related to the work of a leader, their tasks, and their organization, and develops recommendations in relevant areas.

**Keywords:** economic, social, professional, strategic, "open biorhythm" policy, "closed" policy, public.

Research has shown that even the most effective leaders spend most of their time serving the needs of others and doing little or nothing to improve their own performance. Because the main task of a leader is to organize the work of other people. If they come to the manager and ask for help, he will simply be forced to abandon his work and solve his problem, otherwise the work of the employees who are subordinate to him will stop or be ineffective. Therefore, a theoretical analysis of the work of a leader, their tasks, and issues of its organization is relevant.

The work of the manager is a natural and integral part of the work of the producers of the product, because the work of the producers is closely related to the proper organization of labor. The peculiarity of managerial labor lies in the difficulty of determining its quantity. In a specific company that competes with a firm, the work of a manager is aimed at solving several types of problems:

➤ various issues related to the use of equipment, production facilities and the improvement of production;

issues related to the adjustment, improvement and regulation of economic and social relations.

At the same time, while addressing one of these issues, he should be able to see what changes his decision may cause in other areas of activity.

The following can be said to be the personal duties of a leader:

A sense of responsibility for improving the qualifications of employees and developing a sense of responsibility for the work assigned to them. A leader who wishes to perform well in their duties should trust their employees with high demandingness by monitoring the completion of the tasks assigned to them. At the same time, a leader should strive to create conditions for the growth and advancement of personnel.

At a large company, the vice president had high production output and, in his opinion, his boss could expect to be replaced when the vice president takes office. But that didn't happen. During the interview, the plaintiff was asked to name three people who were equal to him or who rose to a higher level with his help, but he could not name anyone. It was for this reason alone that the steward was forbidden to move forward. In today's businesses, if your job becomes bare as a result of your promotion, your seats are unsuitable because you haven't evaluated any of the people and prepared a replacement for yourself.

When a manager is in demand, their talent develops rapidly. That is, if the employee has been assigned responsibility requiring the use of all their capabilities, all their knowledge and skills, and accordingly, an obligation is placed on them.

In general, the issues of promoting leaders are not easily resolved, but embody signs of conflict. Because the decisions made are closely linked to the point of account and the evaluation criteria. The

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nature of societal development requires more knowledge from leaders in various fields. At the same time, the professional abilities and capabilities of managers will increase

The activities of managers are organized on the basis of a system of plans. The structure of the system consists of the following plans:[1]

1. Strategic plan;
2. Annual plan;
3. Quarterly plan;
4. Monthly plan;
5. Week plan;
6. Day plan

Each of these plans is compiled in the following sequence. This is natural, because each subsequent plan is elaborated on the basis of the goals, questions, and arguments of the previous plan. Together, these six plans will gradually move forward in the right direction towards the future that the leader wants. Under the influence of the system of plans, time is always spent on achieving only remote and sacred goals at every stage of a leader's life. The logic of the plan system lies in the fact that a leader achieves a strategic goal through daily plans. Daily plans represent the final and at the same time the most important stage in the system of plans.

It is better to create a plan for the new day at the end of the previous day. It is formed on the basis of a weekly plan. In it, the manager lists the work that needs to be done tomorrow during the working day and the problems that need to be solved. The manager also includes issues that were not in the weekly plan and that arose yesterday in the plan for the next day.

In the evening on the way home and in the morning on the way to work, the head's mind involuntarily clarifies the planned issues and finds rational solutions. Because the problems in the work process are clearly defined and the ways to solve them are in sight, the new day will not be difficult and unpleasant. On the contrary, the new day will be close to the leader's heart. Tasks are easily organized and controlled with enthusiasm. No one is distracted by unnecessary work.

All functions of the day-to-day management can be divided into three types of work. These are: Type A, Type B, and Type C works. Each type of work (A, B, C) is defined by the following two characteristics:[2]

How much time should the manager spend on doing this work?

- How much profit will the enterprise receive from the executive?

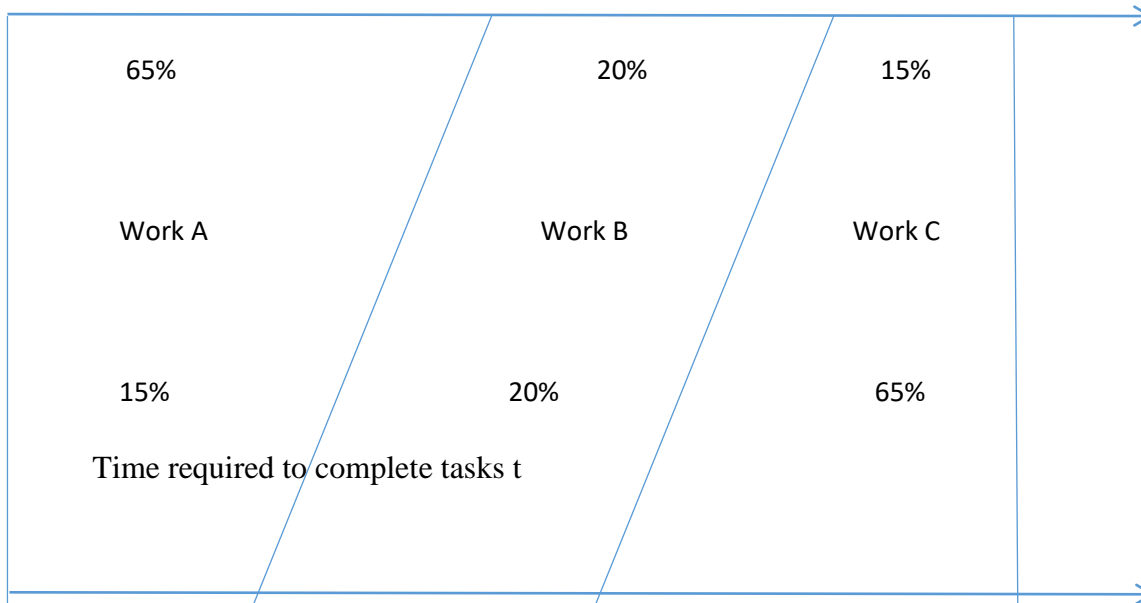
A manager's productivity for a firm is £

A, B, and C types of work for the new day should be planned by the manager, taking into account the specifics of their own biorhythms. This organization of the working day creates the following achievements for the leader:

1. The next day is rationally organized;
2. The work begins in a good mood;
3. The tasks of the day are clearly presented;
4. All work is divided into important and unimportant tasks;
5. Time is saved due to the use of biorhythms;
6. Nervous irritations and nervous disorders are rare.



The leader's personal achievements and successes will increase.



Leaders spend 75% of their working hours interacting with people from all walks of life. All leaders typically use one of the following two policies in their work: - "open door" policy;

"closed-door" policy.

Depending on the number of employees at the enterprise (the threshold is 20 employees), managers adhere to one of these policies.

The organization of the summons of employees to the head, the reception of them and other foreign visitors should be fully entrusted to his secretary. The summoned specialist must be admitted by the manager at the appointed time. In order for a business meeting and negotiation to be productive, a leader must choose a meeting place wisely.

All outside visitors must pre-arrange the appointment with the manager by phone. Employees working in the firm themselves can also easily solve many problems over the phone. It takes a lot of time for employees to visit the manager's office.

A leader must be thoroughly prepared for every meeting, on-the-job interview, and negotiation. To do this, the leader must thoroughly study the problem in advance, determine the goal for himself, get acquainted with all the necessary documents, and develop a meeting plan for himself.

The "closed door" policy is beneficial for firms when managers take the following three steps:

- Establishing a time for all employees to receive the head personally on the most important, urgent issues for the enterprise (for example, half an hour at the beginning of the day);
- Assign a list of some very important problems that the manager personally takes up during the day;
- Appointment of a list of some very important employees, which the head personally receives during the day.

If the manager walks around his company at the same time every day, visits all departments and rooms, meets with employees, gets acquainted with their activities, then the number of employees visiting the manager's office will decrease.

As a rule, as much time is spent on the conversation as is possible. Not all visitors can express their goals and problems in a concise and clear way. Therefore, a leader should save time on the meeting during the reception. Must be able to complete the appointment on time and know how to quickly get rid of the visitor.



All meetings of the leader can take place in three forms. Their forms are determined by the content and purpose of the meeting in each situation. Each form of the leader's meetings also differs in the distances between the interlocutors. The forms and distances of the leader's meetings are as follows:[4]

Meeting of ladybugs; distance: 30-40 cm.

Work meeting; distance: 1-2 meters.

Public meeting; distance: more than 3 meters.

The equipment in the manager's room should allow for each form of meeting. The reception room should be equipped with the following four essentials: a dial, a mirror, a wall clock, and chairs for visitors to sit on. Depending on the reputation of the firm, the manager's room and reception room can be furnished differently. It depends on the taste and culture of the leader. Here, at points 15 and 16, we talked about the equipment that must be there.

In conclusion, the result is that the leader is the first to begin performing the most important tasks in management. Then he tries to solve promising tasks. This means that his professional skills are good. The mastery of a perfect professional qualification is one of the main factors ensuring the effectiveness of the organization's work. Based on these results, it is possible to develop some recommendations for the studied manager on the rational organization of working hours. Because focusing on promising issues in leadership is also an important factor. Increasing the effectiveness of a leader's work, along with achieving certain results in their work, also has a positive impact on the organization's work.

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