



5 MISTAKES

NEW MANAGERS COMMONLY MAKE

MOST PEOPLE WANT TO PROGRESS in their work, and moving into management is a natural way of doing so. Some step into the new role and prosper. However, many struggle and become disillusioned, possibly stressed, and their performance dips. They've made the common mistakes of new managers. Here is how you can avoid making these mistakes.

MISTAKE 1

Not getting clarity on your role

Most people get a job description and may even have a quick chat with their new boss. Few, however, take the time to get clarity on their role, what the expectations are, and what key results are to be achieved.

SOLUTION: Make an appointment with your boss to be crystal clear on what they expect of you and what you should deliver to be successful in your new position.

MISTAKE 2

Holding onto old tasks

If you have been promoted internally within the same organization, this is a challenge. You may have been very good at certain tasks and really enjoyed some of them.

Be crystal clear on what your boss expects of you and what you should deliver to be successful in your new position.

SOLUTION: If these are not tasks on which your performance as a manager will be judged, pass them on to someone else.

MISTAKE 3

Trying to please everyone

As a manager, you have to make decisions: Some will be popular with everyone, some will be popular with some and unpopular with others, and some will be unpopular with everyone. Accept that your decisions will not be popular with everyone.

SOLUTION: Take what you believe is the right decision based on the facts and information available, not the one that will please everyone.

MISTAKE 4

Not believing in yourself

We all have our doubts about our skills, knowledge, experience, and personal attributes, but we can choose whether we use them as an opportunity to shrink or grow. When people take up a role as a manager, self-doubt can get in the way of their success. **SOLUTION:** Recognize that opportunities to grow always exist, and remember that those who appointed you believe in you, and so should you.

MISTAKE 5

Going for a home run too quickly

You will probably want to make an impact as soon as you can. You may have had some thoughts or ideas about what you would do and how you would be different when you became a manager. It is easy to fall into the trap of going for a home run too quickly.

SOLUTION: Take it a step at a time. Make small changes. As you achieve success, raise the bar and be more adventurous.

When people take up a role as a manager, self-doubt can get in the way of their success.

Someone saw your potential to be a great manager. To become one, make sure to avoid making the common mistakes of new managers.

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