

Management practices

As your business grows, you face new management challenges in navigating your way through a number of different obstacles. You will have your own style of being in business, but we all want to be more productive, to delegate to others so we can look at the bigger picture, and to be innovative while achieving goals that do not conflict with our work/life balance.

This isn't always achievable – not all at once anyway.

As a start, prioritise what you think is the most pressing issue that you feel needs to be improved, and identify specific goals and objectives you want to achieve, and how to get there.

Download the business plan guide [Planning for Success](#) [PDF] if you do not have a business roadmap, and consider up-skilling on the numerous [training courses](#) offered around the country. If you want to talk to someone, then consider accessing Capability New Zealand's [Business Assessment Tool](#) to help identify areas that you want to focus on.

[Increase workplace productivity](#)

The Department of Labour offers advice and tools for helping you increase workplace productivity.

[Delegating effectively](#)

The ability to delegate effectively can free up time and enable business owners to plan strategically, rather than run from one urgent task to the next.

[Fostering innovation](#)

Some questions to help you reflect on the 'innovation culture' in your business. Research shows non-innovative business owners have fewer skills in managing projects and people than innovative business owners. How well do you rate?

[Goal setting for business success](#)

Goal setting is one of the easiest and most powerful business tools to use, but it is often overlooked. Find out about the importance of goal setting for your businesses.

[NZIM training](#)

There are a number of management courses offered nationwide to current and potential business managers. Browse the list of NZQA approved courses available to you, the providers of the training, and how to contact the Institute of Management to make an enquiry.

[Effective time management for small business owners](#)

Effective time management makes a big difference to your business success and quality of life. Find out how to work smarter and make the most of work time.

[How to have a stress-free holiday](#)

This article outlines the plans and procedures you can put in place to allow you to take a break, re-charge your batteries and return to work with renewed motivation and drive.

[Tips for a better work-life balance](#)

One of the hardest things to get right in business is the juggling act between work and life. This article is full of tips on how to run your business, but still have a life outside of the office.

[Running a part time business from home](#)

Setting up a business from home is often seen as a safe or convenient way to venture into the business world.

[Working from home as part of your crisis management solution](#)

Working from home can minimise disruption and help you keep your business running if your premises are affected by a crisis or natural disaster.

An Internet policy for your employees

The Internet is a powerful tool for improving your business's efficiency. A carefully thought out policy can help you enjoy the benefits of the Internet while reducing the pitfalls.