



Summary

From this chapter we can summarize that, Management is the process of reaching organizational goals by working with and through other people and other organizational resources. Management highlights three common elements with which management is concerned such as, goals and objectives, limited Resources and People. Office management means the technique of controlling an office in order to achieve its purpose or objective, which is possible only when the office is well organized and managed. It is easy to handle machines but difficult to handle human beings. Employees should be handled in such a way that they think themselves as a part and parcel of the organisation and consequently utilize their talents to the maximum for the benefit of the organization as well as themselves.