

## TEN COMMANDMENTS FOR GOOD ORGANIZATION

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1. Definite and clear-cut assignments should be clearly stated for each position. (Job Descriptions)
2. Assignment should always be coupled with corresponding authority and accountability. (Delegation)
3. No change should be made in the scope or assignments of a position without a definite understanding to that effect on the part of all persons concerned. (Participation and Communications)
4. No person occupying a single position in the organization should be subject to orders and appraisal from more than one source. (The One Boss Rule)
5. Orders should never be given to subordinates over the head of a responsible executive. (Chain of Command)
6. Criticisms should be made privately. (Courtesy)
7. No dispute or difference between executives or employees as to authority or responsibilities should be considered too trivial for prompt and careful adjudication. (Urgent Action)
8. Changes, disciplinary action and corrections should always be approved and implemented by the executive immediately superior to the one directly responsible. (Developing Managers)
9. No person should ever be required, or expected, to be at the same time an assistant to and critic of another. (Loyalty)
10. Every person should, whenever practical, be given the assistance and facilities necessary to enable him to maintain an independent check on the quality of his work. (Management Control)

— Adapted from the American Management Association