# 5 Team Management Tips That Will Boost Productivity

Managing your own workflow and managing that of a team is drastically different. In fact, keeping a team on task and on schedule is a delicate balance of proper leadership and firm directions. Thankfully, if you are having trouble managing your team effectively, we have some suggestions that may help.

#1 Create a Goal For Your Team

Setting goals is the best way to keep your team on track. You should set daily, weekly, and monthly goals. They will act as a guide that lets each team member know what they should be working on and how far they should progress by a certain date. Make sure that you get feedback from your team about their needs and concerns and take them into account when setting your goals.

#2 Make Sure to Keep The Lines of Communication Open

Communication is the only way to work with a team. As the one in charge of keeping everyone on task, it is critical that you always make yourself available when a team member needs to talk. Pay attention to how they communicate with each other. If you notice problems with communication, step in to facilitate and keep everyone on the same page.

#3 Learn to Delegate

There is nothing wrong with handing off work or tasks to other team members. As the team lead, it is your job to keep everyone on track, and in order to do that, you may need to delegate smaller parts of the project to junior members. This will free up your time and your attention for more important things.

#4 Target Issues Before it Get too Complex

No matter how cohesive of a team you may have, there will always be conflicts. As a team manager, it is critical that you spot and resolve these conflicts before they have a chance to negatively impact your projects. If you notice that team members are having a conflict, take the time to listen to each side instead of making a rash decision.