

Function	Description	Focus
Planning	Setting clear objectives and determining the course of action and resources needed to achieve them. This involves setting strategy and long-term goals.	Deciding what to do and how to do it.
Organizing	Establishing the structure of the organization, defining roles and responsibilities, grouping activities, and allocating resources (human and material).	Creating the framework and workflow.
Staffing	Recruiting, selecting, training, compensating, and evaluating personnel to fill the organizational structure.	Getting the right people for the right jobs.
Directing / Leading	Influencing, motivating, guiding, and supervising employees to carry out their tasks effectively and work toward organizational goals.	Inspiring action and providing oversight.
Controlling	Monitoring performance, comparing actual results to predetermined standards, identifying deviations, and taking corrective actions.	Ensuring goals are met and making adjustments.

Aspect	Administration (Top-Level Function)	Management (Middle/Lower-Level Function)
Nature of Work	Conceptual and determinative: it lays down the framework.	Executive and operative: it works within the framework.
Focus	Policy formulation, strategic planning, setting long-term goals. (The " what " and " why " of the organization)	Execution of policies, supervision, day-to-day operations. (The " how " and " when " of the organization)
Level	Top-level: Board of Directors, Owners, or CEO.	Middle and Lower-level: Departmental Managers, Supervisors.
Authority	Institutional authority (owners/stakeholders' voice).	Delegated authority (executing decisions from administration).
Examples	Deciding the company's mission, budget allocation, long-term policy change.	Hiring staff, scheduling work, assigning tasks, resolving team conflicts.