

Part One: Organize Yourself

1. Where do I start? 2
2. I don't know whether I'm coming or going. 4
3. What am I working on? 6
4. I can only do ten things at once. 8
5. My head is going to explode! 10
6. I can't focus. 12
7. One more thing I never did. 16
8. I can't get started. 18
9. I have 2,250 unread emails in my inbox. 20
10. Who the [bleep] is Barbara Bender? 22

Part Two: Own Your Power

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| 11. It's no big deal. | 28 |
| 12. What fresh hell is this? | 30 |
| 13. Just shoot me. | 34 |
| 14. Give me a break! | 36 |
| 15. I might as well get a job. | 40 |
| 16. I should have known better. | 44 |
| 17. I'm the boss, I've got to know it all. | 46 |
| 18. Why did I take on this project? | 48 |
| 19. I can never win. | 50 |
| 20. I agreed to what? | 52 |

Part Three: Communicate Clearly

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| 23. Why do they ask so many questions? | 60 |
| 24. Um, I wonder... | 62 |
| 25. My staff never appreciates me. | 64 |
| 26. I'm the only one who can do it right. | 66 |
| 27. My clients think they own me. | 70 |
| 28. I should probably tell them. | 72 |
| 29. I have too much to do! | 76 |
| 30. I have absolutely no clue what to do. | 78 |

Part Four: *Be Kind To Yourself*

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| 32. Now what do they want? | 84 |
| 33. Did I accomplish anything? | 88 |
| 34. I'm such an idiot. | 90 |
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| 37. My mind is jumping all over the place. | 98 |
| 38. He's such an asshole. | 100 |
| 39. I really blew it this time. | 102 |
| 40. I'm so screwed. | 106 |

Part Five: Enjoy Your Biz

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| 44. Welcome to my boring office. | 116 |
| 45. A gift for me? | 118 |
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| 48. What's the point? | 128 |
| 49. No one understands me. | 130 |
| 50. There's got to be more to life than this. | 132 |