

CONTENTS

CHAPTER ONE	
Refuse to Be Undermanaged	1
CHAPTER TWO	
The First Person You Have to Manage Every Day Is Yourself	33
CHAPTER THREE	
Get in the Habit of Managing Your Bosses Every Day	57
CHAPTER FOUR	
Take It One Boss at a Time, One Day at a Time	75
CHAPTER FIVE	
Make Sure You Understand What Is Expected of You	93
CHAPTER SIX	
Assess and Plan for the Resources You Need	107
CHAPTER SEVEN	
Track Your Own Performance Every Step of the Way	121
CHAPTER EIGHT	
Earn More Rewards by Doing More Work, Faster and Better	141
CHAPTER NINE	
What If Your Boss Really Is a Jerk?	157
CHAPTER TEN	
Start Here	173
Acknowledgments	189
About the Author	193
Index	195

<http://www.pbookshop.com>