

CONTENTS

INTRODUCTION	9	
A NOTE FROM THE AUTHOR	10	
CHAPTER 1	Time Is of the Essence	11
CHAPTER 2	Wash on Monday	33
CHAPTER 3	Food and All That Goes with It	38
CHAPTER 4	Making the Best of Your Appearance	55
CHAPTER 5	Shopping and Errands	68
CHAPTER 6	Entertaining	79
CHAPTER 7	Good Health and Good Grooming	93
CHAPTER 8	The Working Mother	110
CHAPTER 9	Calendars, Lists, and Other Necessities of Life	127
CHAPTER 10	Money Matters	133
CHAPTER 11	On the Job	138
CHAPTER 12	Out-of-the-Ordinary Work Situations	158
CHAPTER 13	How to Handle Holidays	164
CHAPTER 14	Planning for a Trip	173

CHAPTER 15	Constructive Miscellany	179
CHAPTER 16	To Keep Your Husband Happy When You're Working	184
CHAPTER 17	Timesavers	188
CHAPTER 18	Define Your Priorities	195