## Contents

Notes to the Reader xi

	Introduction 3	
1	Why Tidy?	9
	How Tidying My Workspace Changed My Life	
	Why Tidying Up Improves Work Performance	
	Are Messy People Really More Creative?	
	The High Cost of Nonphysical Clutter	
	Tidying Up Helps You Find a Sense of Purpose	
2	If You Keep Falling Back to Clutter	25
	Visualizing Your Ideal Work Life	
	Tidy Up All in One Go and You'll Never Rebound	
	Choosing What to Keep	
	Create an Environment Where You Can Focus	
	Let Your Tidying Festival Begin!	
3	Tidying Your Workspace	47
	Books: Discover Your Values Through Tidying	
	Papers: The Basic Rule Is Discard Everything	

## CONTENTS

Divide Komono into Subcategories

	Sentimental Items	
	Desk Storage	
	How Tidying Up Can Change Your Life	
	Mifuyu's Life-Changing Experience	
	From Tidying the Physical Aspects to Tidying the	
	Nonphysical Aspects of Your Workspace	
4	Tidying Digital Work	79
	You Don't Need a Lot of Folders for Your	
	Digital Documents	
	Use the Desktop to Delight	
	Don't Let Email Take Over Your Work	
	Fewer Apps on Your Phone Means	
	Fewer Distractions	
5	Tidying Time	99
	Activity Clutter Disrupts Our Days	
	The Overearning Trap	
	The Urgency Trap	
	The Multitasking Trap	
	Make a Task Pile to Find Out What Your Actual Job Is	
	Evaluate Your Tasks to Make Your Job More Joyful	
	Don't Be So Fast to Say Yes	
	Add a Daily Joy	
	Create a Clean Space on Your Calendar	
6	Tidying Decisions	119
	Most Low-Stakes Decisions Don't Deserve Your	
	Time and Energy	
	Create a Pile of Medium- and High-Stakes Decisions	
	Sort Through Your Decision Pile	

## CONTENTS

Tidying Choices: More Options Aren't Always Better

Good Enough Is Good Enough for Most Decisions

7	Tidying Your Network	133
	How Big a Network Do You Need?	
	Evaluate Your Contacts to Identify Joy-Sparking	
	Relationships	
	How to Make High-Quality Connections	
8	Tidying Meetings	147
	Imagine Your Ideal Meeting	
	Gather Your Meetings	
	Separate Messy Meetings from Irrelevant Ones	
	Going to More Meetings Doesn't Make You	
	More Valuable	
	Anyone Can Bring More Joy to a Meeting	
	Run a Tidy Meeting	
0 1		
9	Tidying Teams	163
	Visualizing Your Ideal Team	
	Make a Teams Pile	
	Evaluate Your Teams Pile	
	Don't Create Messes for Your Teammates	
	Trust Keeps Teams Tidy	
	Disagreements Don't Always Make a Mess	
	Clean Up Personal Conflicts	
	Big Teams Are Usually Full of Clutter	
0	Sharing the Magic of Tidying	179
	Let Your Tidying Inspire Others	
	Show Care for the Workplace	
	Treasure Your Coworkers	

## CONTENTS

187

11 How to Spark Even More Joy at Work

Caring for What We Keep Improves Work

Performance

Adding More Joy to Your Workspace

Should You Change Your Job If It Doesn't

Spark Joy?

Enjoy the Process of Creating a Joyful Work Life

When the Fear of Others' Opinions Holds You Back

Make Time for Honest Self-Reflection

Ways We Tidy Up Work as a Couple

Your Work and Your Life Are the Sum of

Your Choices

Maintaining Work-Life Balance

Joy at Work Sparks Joy in Life

Acknowledgments 215

Notes 223

Index 235