

# How to Marie Kondo Your Work Life and Become an Ultra Performer

Like the Netflix show "Tidying Up with Marie Kondo", organizing your work life is just as important as organizing your home.

## the focus funnel™

### Tasks

Eliminate

Automate

Delegate

me

now

later

Procrastinate on  
purpose

You cannot solve today's time management problems with yesterday's time management thinking.

You multiply your time by giving yourself the **Emotional permission** to spend time on things **today** that will give you more time **tomorrow**.

When looking at managing your work, you have to think differently about how to optimize production. This may include using tools that address time management and prioritizing tasks. Like a calendar or reminders to help you stay on track, a daily to-do list of the things that must be completed by the end of the day. It's all about determining the significance of the tasks you are trying to accomplish.

- If **urgency** is how **SOON** does something matter, and
- **importance** is how **MUCH** does it matter, then
- **significance** is how **LONG** is it going to matter

It's a completely different way of thinking. It's adding on to what is there. Most of us, if you think about the modern day to-do list, which is one of the key strategies or tools that we have, we ask ourselves: "what's the most important thing I can do today?" But that is NOT how multipliers think; multipliers, instead ask the question:

*"What can I do today that would make tomorrow better?"*