



Purpose:

Do the right work at the right time. See how your work flows. Communicate your overload to others quickly and effectively. See what's co

Work that is visualized can be shared easily with others, providing immediate insight into your workload.

Real-time visual information replaces lengthy status meetings, ends overload, and frees you from surprise work at the end of a deadline.

How To Do It:

- 1 CREATE** a simple value stream of Options, Doing, and Done.
- 2 WRITE** down your current workload on individual Post-its.
- 3 PLACE** Post-its in the Options column.
- 4 LIMIT WORK-IN-PROGRESS** by writing the maximum number of tickets you can work on at a time in the Doing column. (3 is a comfortable number to begin with). This is your WIP limit.
- 5 PULL** tickets you are actively working on into Doing. Be selective! Only begin tasks that are important to you. Be sure you don't exceed your WIP limit!
- 6 PULL** tickets into Done when completed and select new Doing tasks. Notice what you've completed and consider, *was this the right thing to do?*
- 7 DISCOVER!** Which tasks make you happy? What type of work do you do better in the morning? Which tasks routinely waste your time? What other columns might your Personal Kanban need?

The Personal Kanban

