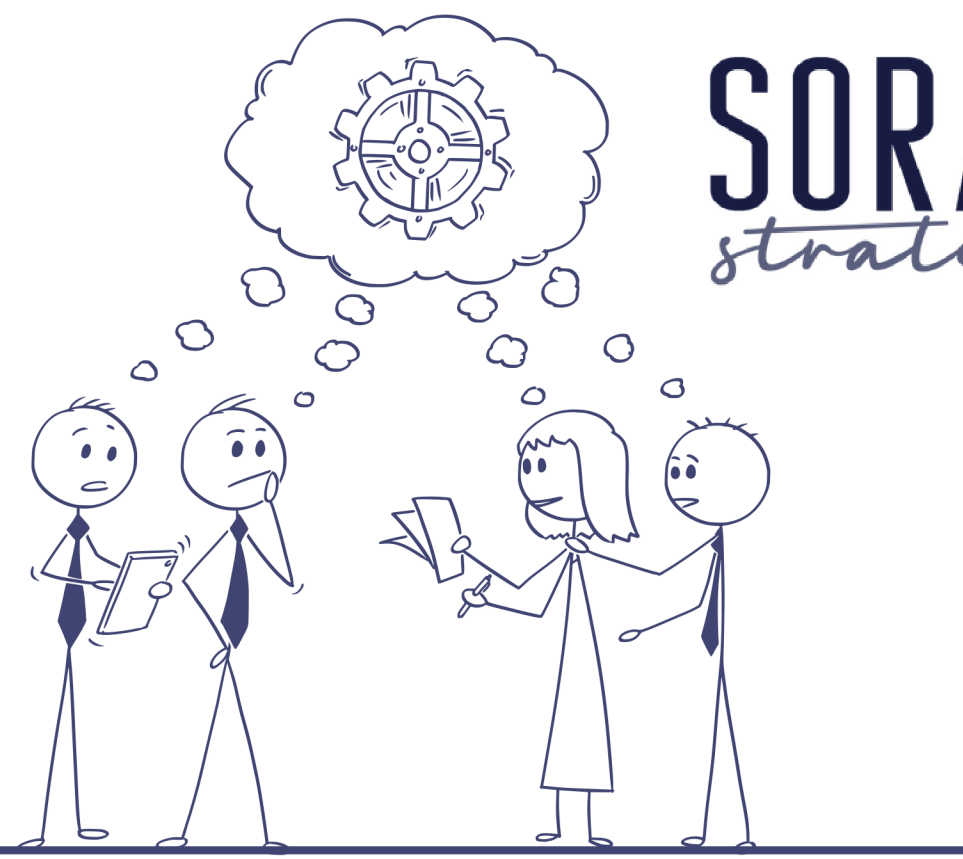


Productivity Tips:

Doing less to get more done.



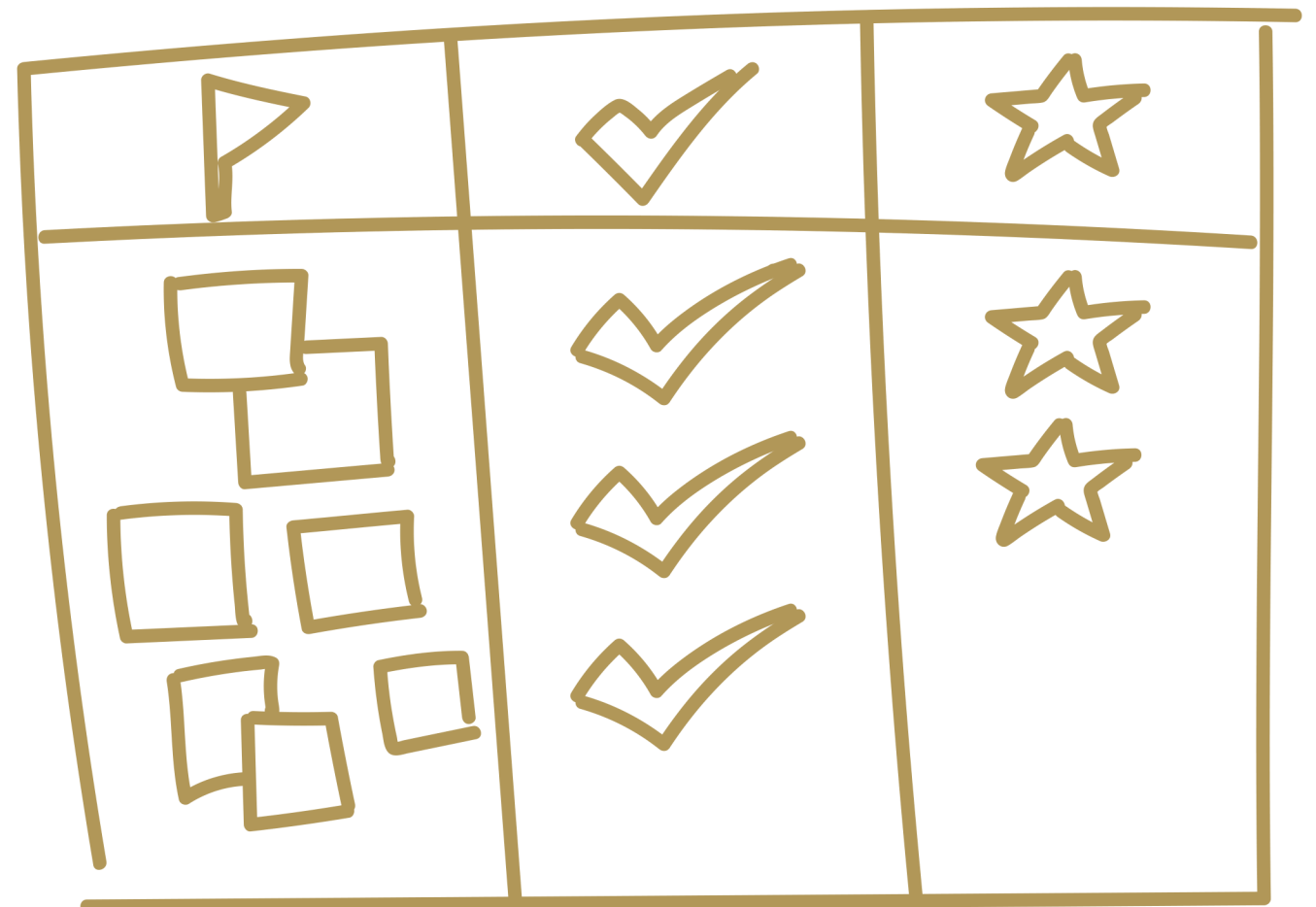
The Kanban Method

What is the Kanban Method

Originally created as part of the Toyota Production System, Kanban translates as “sign board” in Japanese. It relies on visualisation of the process work follows.

How do you use it in Productivity?

Kanban is incredibly useful in both team and individual productivity methods. Starting with creating a visualisation for all work, it continues to the following steps uncover areas for improvement and removing constraints in your work process.



1

Visualise the Work

In Kanban, you create a work board (physical or virtual) with columns for each step in your work process. At a minimum, To Do, Doing, and Done. Each work item, or task, is then written on a “card” and placed in the appropriate column.

2

Limit Work in Progress (WIP)

Decide what limit to put on how many items can be in “Doing” columns at any point in time. For personal productivity, one or two is recommended. For team productivity, a good place to start is one item or task per team member.

3

Make Policies Explicit

Next, we make it explicit how work gets done. This is as simple as creating the “rules” for how work gets done (following Pomodoro, Eisenhower prioritisation) as well as how accountability can be created for sticking to the “rules”. For teams, these rules are by the team and for the team.

4

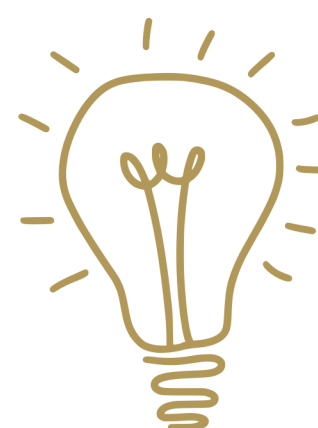
Focus on Flow

Pay attention to what the work board is telling you. Is work piling up in a certain column? Are WIP limits always being broken for a particular reason? Is work never really moving on the board? These point to a constraint or problem with the process and point to areas for continuous improvement.

5

Continuous Improvement

Apply a mindset of Kaizen, or small change for good, to your process. Run small experiments on your process, policies, WIP Limits, etc. Pay attention to the number of tasks you complete in a week to identify improvements to your productivity.



Pro Tips:

- Kanban can take some time to develop into a habit. Commit to one month, and hold yourself accountable.
- For personal Kanban, there is nothing like a physical board on a wall. The action of moving physical cards is liberating.
- Many good lightweight tools exist for hybrid teams. We use Trello and Todoist.