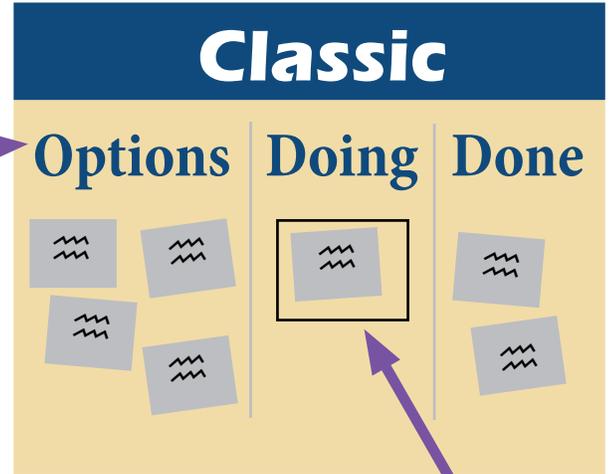


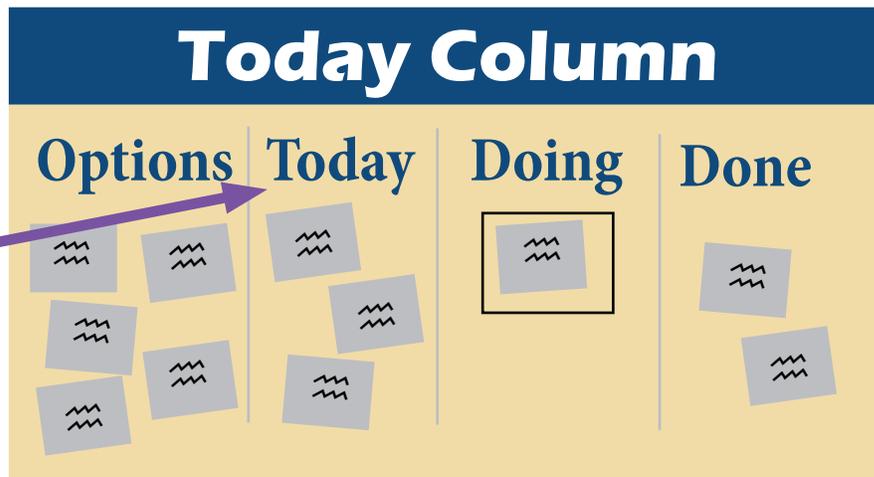
Basic Examples

Good Advice

Create a layout that matches the work you need to do, and change the layout as often as necessary to help you see what's really happening in your work.

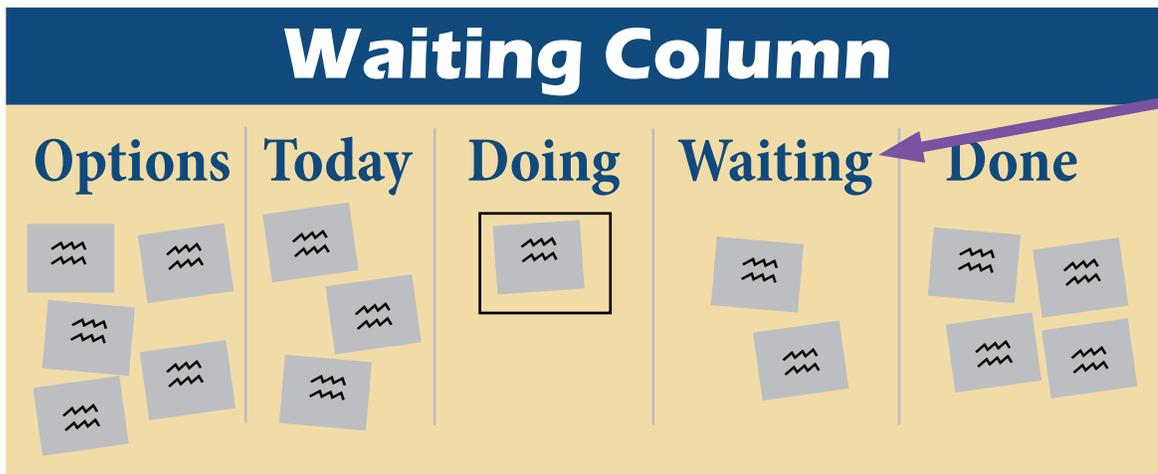


Make your work visible. This column is also commonly labeled "Ready" or "To Do".



From all the options, prioritize work planned for today.

Limit the amount of work you have in progress. One is ideal; no more than 3 is a good rule.



Keep visible the work you started but can't finish until someone hands it back to you.

Source: Benson, Jim, and Tonia Demaria. Barry. Personal Kanban: Mapping Work, Navigating Life. Seattle, WA: Modus Cooperandi, 2011. Print.