

2 Rules of Visual Work Boards

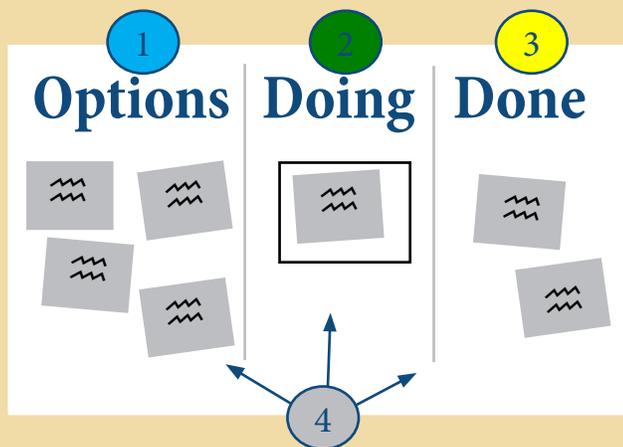
1 Visualize your work.

Being able to see your work helps you bring order to what feels like chaos.

2 Limit your work in progress.

Limiting your work in progress helps you focus, finish and react quickly to change.

4 Components of a Visual Work Board



1 “Options” area

2 “Doing” area

3 “Done” area

4 Task Cards

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

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