Purpose:
To see, understand, and complete our work.

Two Rules:
1. VISUALIZE WORK
2. LIMIT WORK-IN-PROGRESS

How To:
1. CREATE a simple value stream of Options, Doing, and Done.
2. WRITE down your current workload on individual sticky notes (tickets).
3. PLACE stickies 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 that 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?