

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?

