

software pilots  
**TRIFORK.**

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# **Personal Kanban**

## **Stop wasting your life**

*Troels Richter 2011*

# Stop wasting your life

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- I'm afraid that too many of us waste our time and effort doing things that adds too little value or sometimes no value at all
  - Attending meetings without purpose and agenda
  - Sending emails that no one reads
  - Establishing something good that no one uses
  - Doing something important but with bad timing
  - Doing something not important because we can't follow through on the important and valuable

# The goal of this talk

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- To convince you that you can add **more value** to life by **visualizing your workflow**
- That you will learn what personal kanban is, the meaning behind it and how it can be used to **improve your workflow and effectiveness**
- that you will try visualize your workflow when you leave this room and start gaining more value from life

# What is Personal Kanban?

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- Visualize your workflow
- Limit your work in progress (WIP)
- *A **lean agile** mindset where you continuously try to **improve yourself***

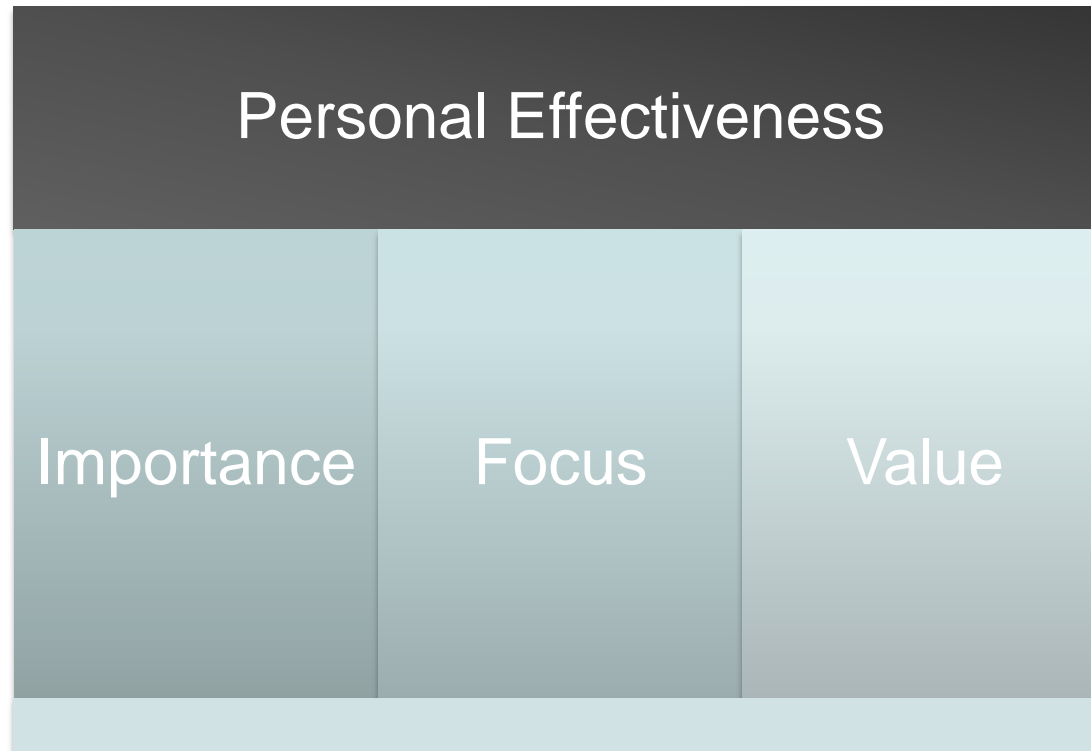
# The goal of Personal Kanban

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- By **visualizing your workflow** your work will appear in its own context that is easy to comprehend and easy to reflect upon
- Through reflection you will start to improve your workflow and achieve **more value from less effort**
- By **limiting your work in progress** you will balance workload, sharpen your focus and achieve a higher throughput

# 3 Pillars of personal effectiveness

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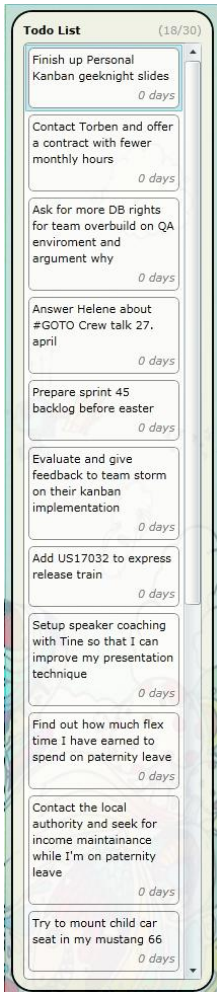


# 1. Pillar: Importance

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- Learn to track your work
- Learn to prioritize your work
- Learn to respect your own prioritization

# The Todo List



## ■ Positive

- You can learn to track your work and empty your brain
- You can learn the basics of prioritization

## ■ Negative

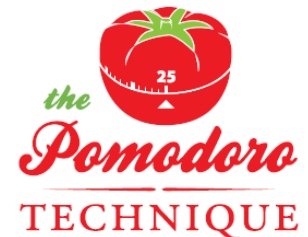
- No goals → No sense of accomplishment → Demotivating
- Hard to prioritize according to value because it says very little about the nature and context of your work



## 2. Pillar: Focus

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- Limiting work in progress will help you keep focus
- Combine Personal Kanban with **The Pomodoro Technique**
  - Learn to handle external interruptions
  - Learn to handle procrastination
  - Work focused for 25 minutes and reward yourself with a 5 minute break



# 3. Pillar: Value

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- What really matters to you?
- Learn to spend most of your time on things you find interesting and are good at
  - delegate responsibility
- Never accept time waste
  - optimize non-value adding stages

# Effectivity over Productivity

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- Productivity is measured by quantity against capacity
- Effectivity is measured by value against effort
- *The paradox is that you can be very productive without being effective at all*

# Visualizing Workflow

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- 1. step: visualize how you work today
  - You probably don't know so keep it simple to start with

# Visualize your workflow



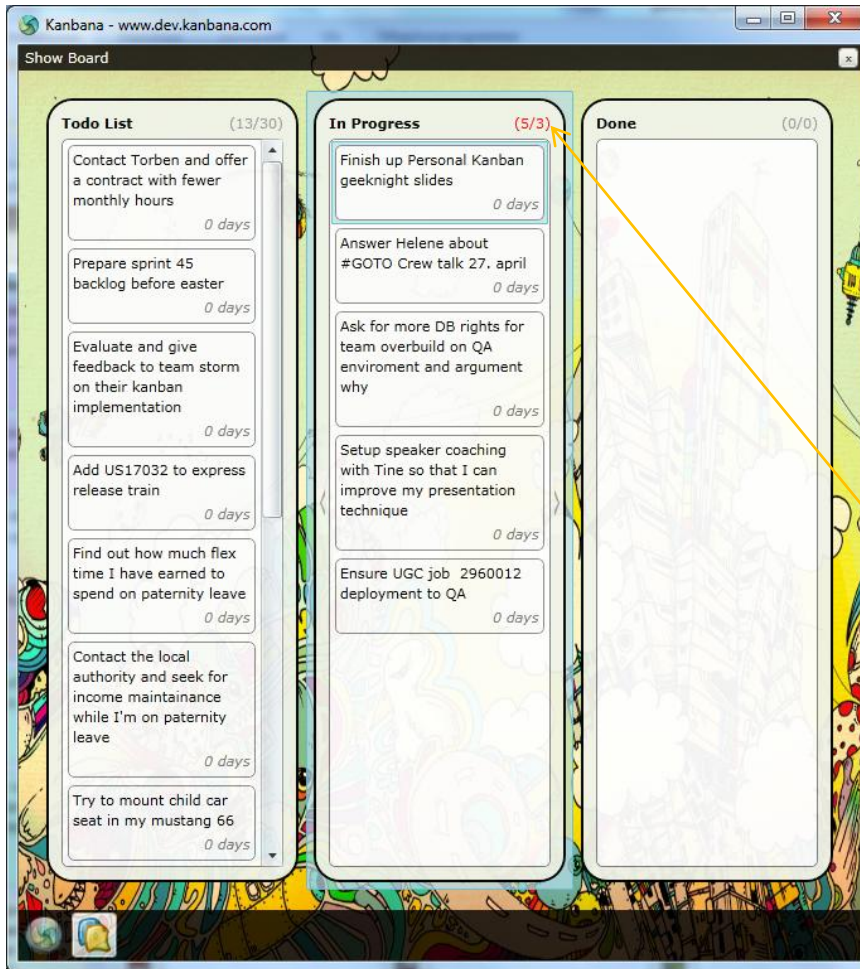
- Positive
  - My work in progress is visible
  - Sense of accomplishment
- Negative
  - Still no goals

# Limit work in progress (WIP)

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- 1. step: start by setting the limit to what you think it is today
- 2. step: work this way for a week and see what happens
- 3. step: Evaluate
  - Did you have a hard time respecting your own limits? Why?

# Limit your work in progress



## ■ Positive

- Trying to limit my work in progress instead of starting new tasks

## ■ Negative

- Why do I have so much in progress?
- Why can't I respect my own limit?

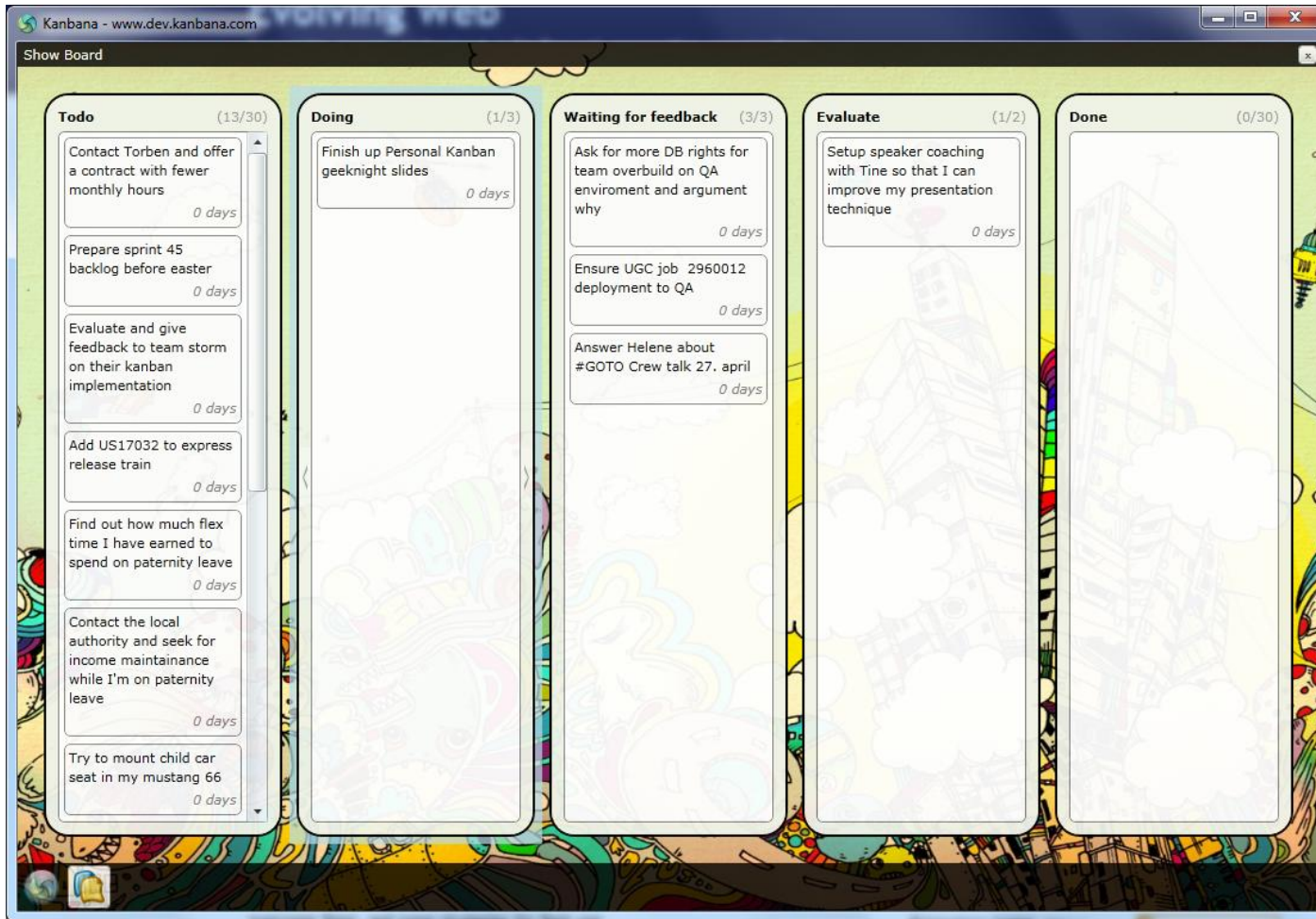
# Value stream mapping

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- Analyze your work in progress
- Do you have any bottlenecks?
- Where do you add value?
- Find out how to ensure that your work is adding value in the end

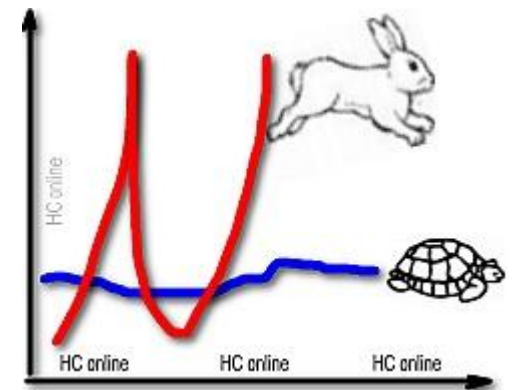


# Your value stream

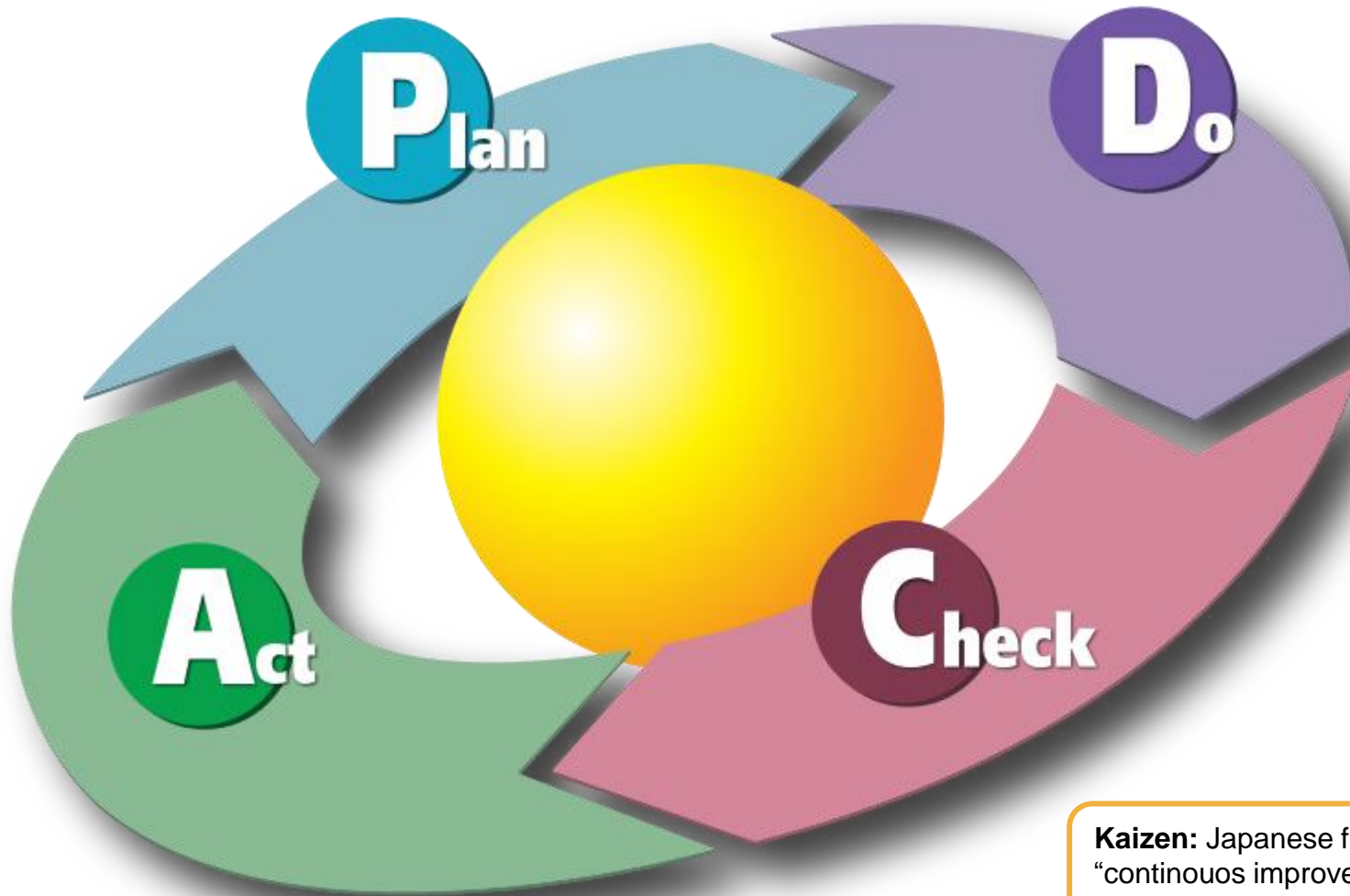


# Heijunka

- Your work should now appear in its own unique context and you can start to make **good informed decisions**
- You now have the knowledge to start **leveling out your workflow**



# Kaizen



**Kaizen:** Japanese for "continuous improvement" or "change for the better"

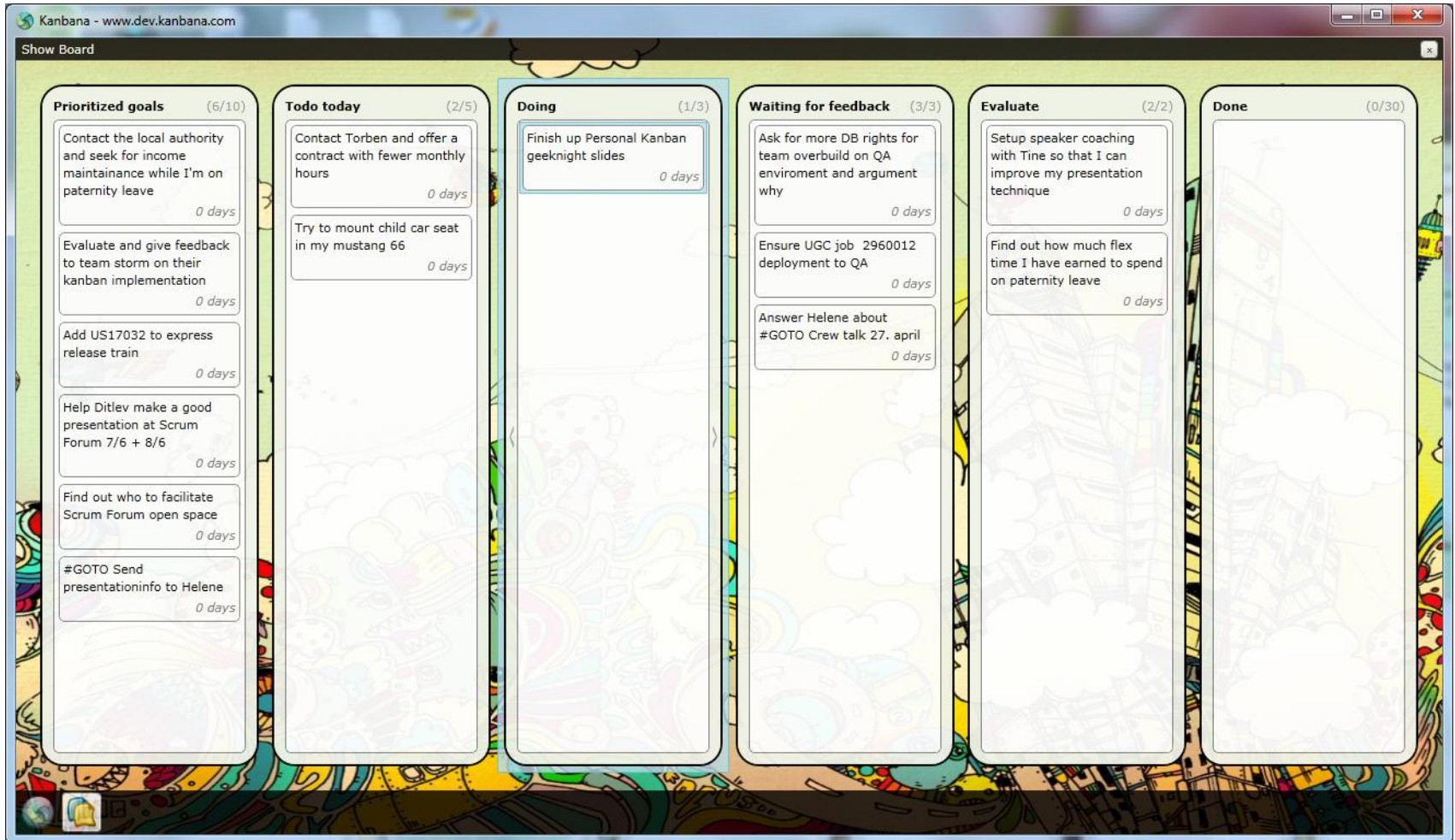
# Goals and accomplishment

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- Start every day in front of your personal kanban board
  - Move completed tasks to done, evaluate value and feel good about your self 😊
  - Set daily goals according to WIP
- Pull over Push

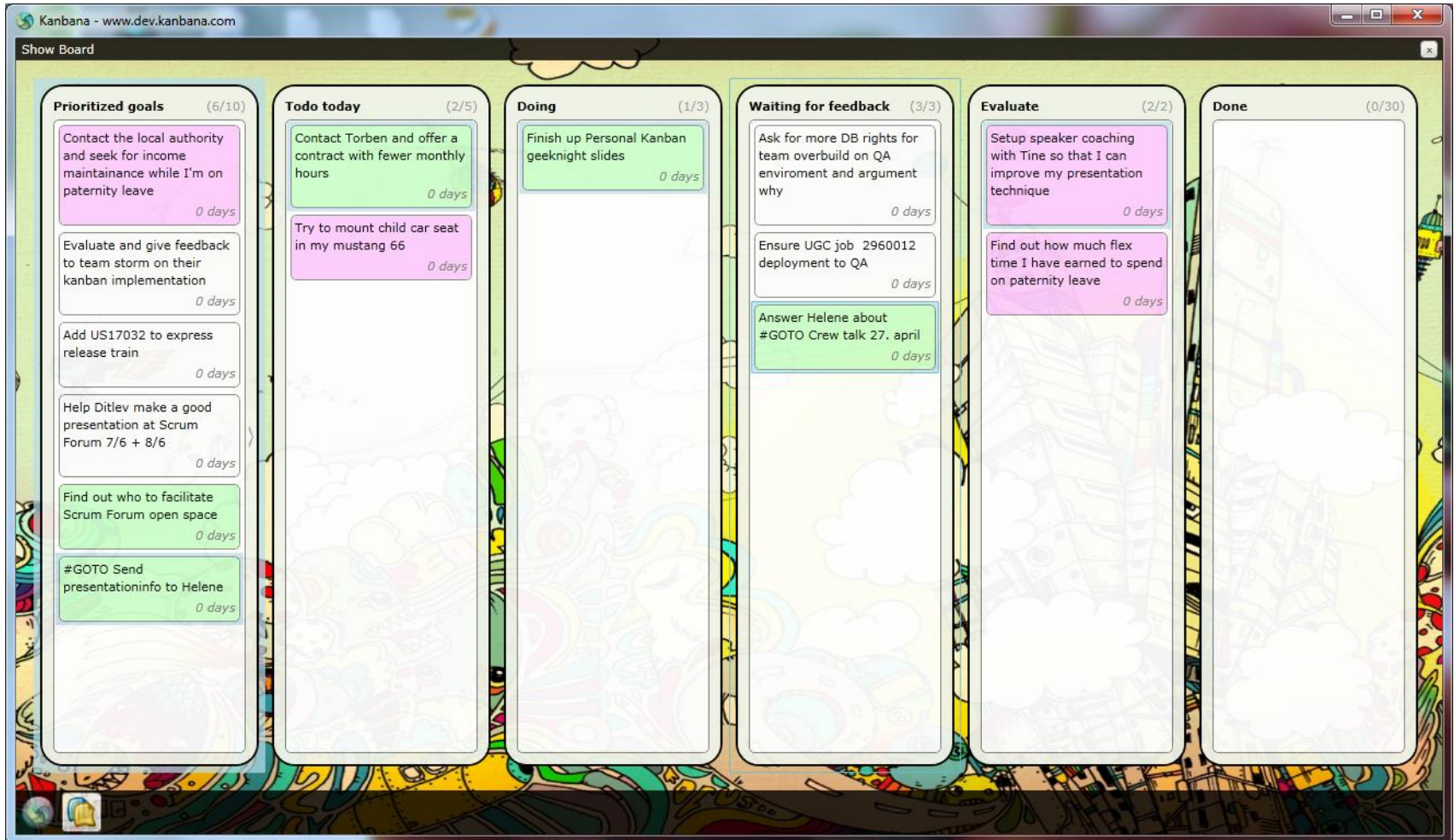
**Never** start your day by checking email – why do you think that is?

# Personal kanban flow





# Enrich the context



# Expect value for all you do

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- Describe the purpose/value/goal of what you are doing instead of what you are doing
- Ask you self why instead of what
- Prioritize according to value
- Evaluate according to value
  - The Five Whys

# Less is more

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- Less effort is needed the more effective you become
- Limiting your own WIP will probably limit others WIP
- Non important work often spawn other non important work
- Sense of urgency
- Sense of timing

Why do we think there is 8 hours of important valuable work 365 days a year that needs to be done?



# Learn proactiveness

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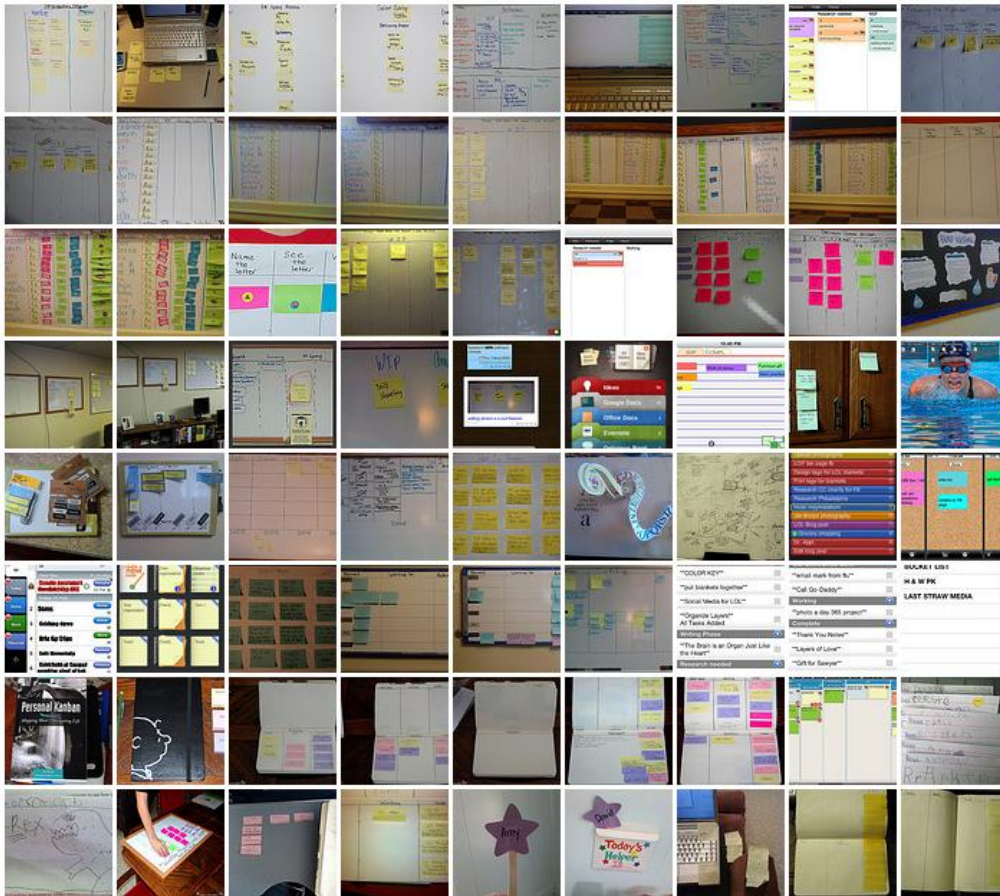
- Give yourself time to think
- Suggest instead of ask
- Always argument why
- Act instead of wait
- Use your circle of influence
- Solve root problems not symptoms
- Never give up

# The beauty of personal kanban

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- Simple
- Highly adaptive
- You will become more and more effective and gain more value over time
- Self developing

# Can be used widely



[Personal Kanban photos by Patty Beidleman](#)

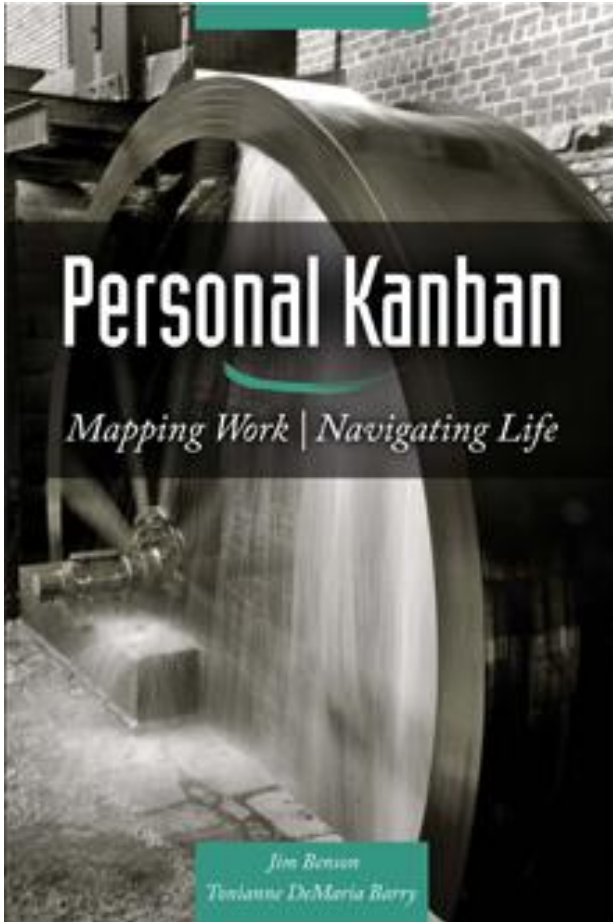
[BECOMING AN AGILE FAMILY](#)  
BY Maritza van den Heuvel

[Kidzban – Kanban for Your Classroom](#)



First try ABC's Personal Kanban

# PersonalKanban.com



<http://www.personalkanban.com/pk/personal-kanban-the-book/>



**Jim Benson**

@ourfounder ÜT: 47.435413,-122.307977

*I have always respected thoughtful action.*

<http://ourfounder.typepad.com>



**Tonianne**

@Sprezzatura Bethesda/DC via NYC

*History | Photography | Architecture &*

*Design | Lean Kanban Systems Thinking |*

*Will work for oysters, Highland Park 30*

<http://www.personalkanban.com/pk/personal-kanban-the-book/>

# Evaluate value

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- Back to the goal of this talk
  - To convince you that you can add **more value** to life by **visualizing your workflow**
  - That you will learn what personal kanban is, the meaning behind it and how it can be used to **improve your workflow and effectiveness**
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# Kanbana – improve your workflow



<http://kanbana.com>

# Where to find me?

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Training: May 9-10 // Conference: May 11-13

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**Agile Brains**

"Our goal is to provide simple tools that increase your personal productivity and continuously helps you reflect and discover a better way of working."

Agile Brains

Time is our most valuable asset in life, and we want you to get the most value out of it. Therefore we are very interested in methodologies that increases personal productivity and helps you reflect upon your own way of working and improve it continuously over time.

**Twitter**

Troels Richter - 18 apr 11 @ 12:11  
"PersonalKanban - Stop Wasting Your Life" still a few seats left 26/4 in Copenhagen http://bit.ly/fqza6Q  
Aarhus is sold out #effectivity

Troels Richter - 13 apr 11 @ 21:10  
silverlight5 beta released http://bit.ly/RXPrz - looking forward to use some of the features and improvements in @kanbana

Troels Richter - 1 apr 11 @ 6:40 PM  
give a free talk "PersonalKanban - Stop Wasting Your Life" 4/28 in CPH http://bit.ly/fqza6Q and 04/28 in AAR http://bit.ly/gRPTW [DK]

<http://agilebrains.dk>



**troelsrichter**

"#PersonalKanban - Stop Wasting Your Life" still a few seats left 26/4 in Copenhagen <http://bit.ly/fqza6Q>  
Aarhus is sold out #effectivity

about 23 hours ago via web

**topsurt** "if you're doing something the same way you have been doing it for ten years, the chances are you are doing it wrong." #kaizen #pkflow

3:04 AM Apr 18th via web

Retweeted by troelsrichter

#silverlight5 beta released <http://bit.ly/RXPrz> - looking forward to use some of the features and improvements in @kanbana

2:10 PM Apr 13th via SaaSonic twitter

**Kanbana** Sign up for the upcoming beta and get invited to be an early adopter right away. Accounts are limited so hurry up :) <http://kanbana.com>

<http://twitter.com/troelsrichter>

Name Troels Richter  
Location Denmark  
Web <http://troelsrich.dk>  
Bio Scrum Master and Agile .NET Developer  
<http://agilebrains.dk>  
<http://kanbana.com>  
<http://shellicodeplex.com>  
#Silverlight #wp7 #Productivity #Pomodoro

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**How to add MouseDoubleClick events to Silverlight 4**  
tuesday, 9 november 2010 22:18 by **dommer**

In Silverlight 4 there is no support for mouse double click events. The best work around from my point of view is to implement a double click behavior that exposes a double click event.

This is how the Xaml will look like if you want something to happen when a user double clicks on a grid:

```
<Grid>  
<Interactivity:Interaction.Behaviors>  
<MouseDoubleClickBehavior MouseDoubleClick="Grid_MouseDoubleClick" />  
</Interactivity:Interaction.Behaviors>  
</Grid>
```

It is by far a beautiful programmer experience but I think it is the best solution as it is right now.

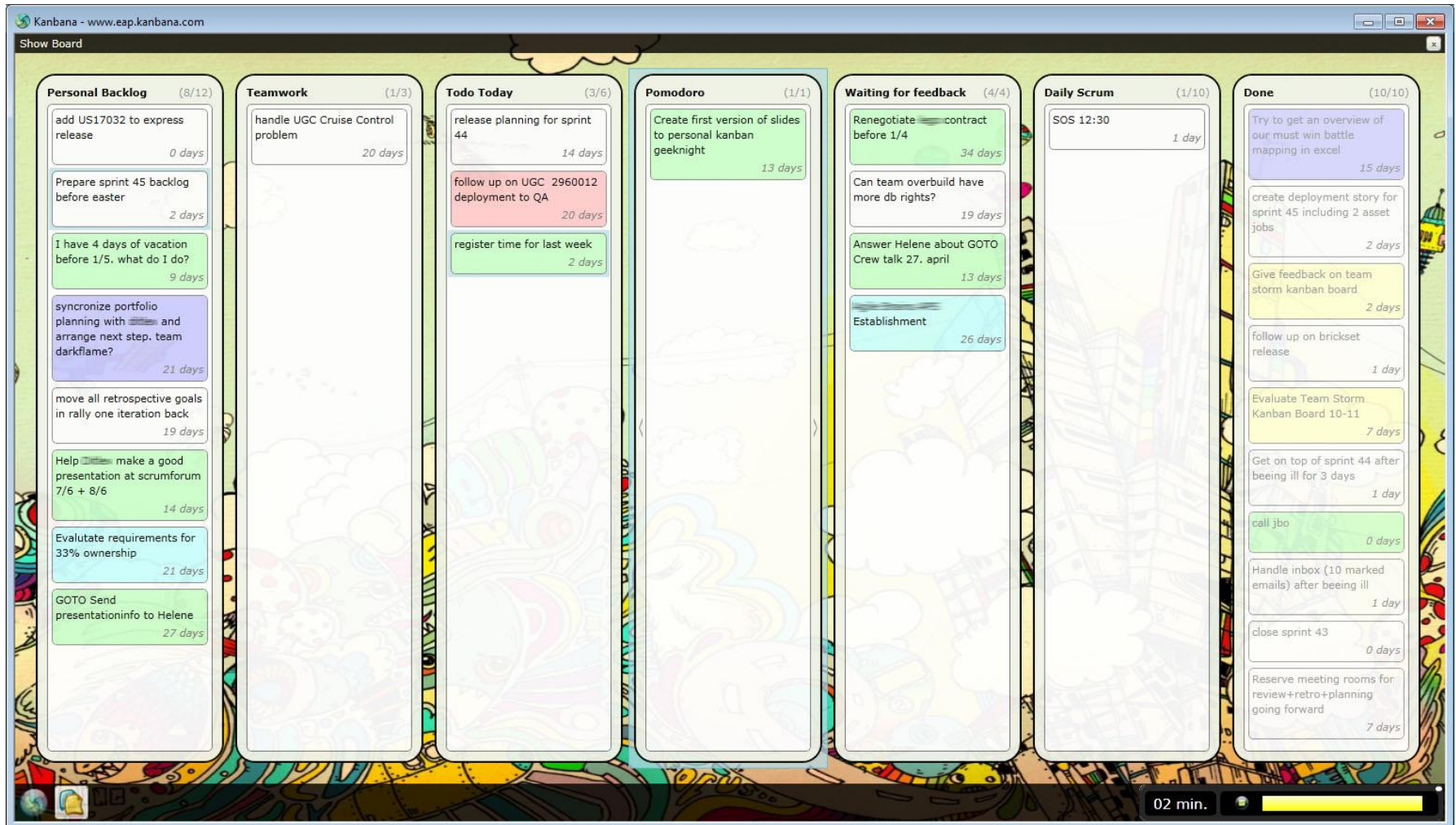
<http://www.blog.troelsrichter.dk/>

# Extra

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# Pomodoro Kanban



# Visualizing Bottlenecks

