Personal Kanban
Stop wasting your life
Stop wasting your life

- 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

- 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?

- 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

- 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

- Importance
- Focus
- Value
1. Pillar: Importance

- 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

- 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

- 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

- 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

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)

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

- 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

**Todo**
- Contact Torben and offering a contract with fewer monthly hours
- Prepare sprint 45 backlog before Easter
- Evaluate and give feedback to team storm on their Kanban implementation
- Add US17032 to express release train
- Find out how much flex time I have earned to spend on paternity leave
- Contact the local authority and seek for income maintenance while I’m on paternity leave
- Try to mount child car seat in my Mustang 56

**Doing**
- Finish up Personal Kanban geeknight slides

**Waiting for feedback**
- Ask for more DB rights for team overbuild on QA environment and argument why
- Ensure UGC job 2960012 deployment to QA
- Answer Helene about #GOTO Crew talk 27. April

**Evaluate**
- Setup speaker coaching with Time so that I can improve my presentation technique

**Done**

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: Japanese for "continuous improvement" or "change for the better"
Goals and accomplishment

- Start every day in front of your personal kanban board
  - Move completed tasks to done, evaluate value and feel good about yourself 😊
  - 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

- Describe the purpose/value/goal of what you are doing instead of what you are doing
- Ask yourself why instead of what
- Prioritize according to value
- Evaluate according to value
  – The Five Whys
Less is more

- 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

- 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

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

**BECOMING AN AGILE FAMILY**
*By Maritza van den Heuvel*

**Kidzban – Kanban for Your Classroom**

First by ABC's Personal Kanban

Personal Kanban photos by Patty Beidleman
Jim Benson
@ourfounder  Ù: 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

Back to the goal of this talk

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Kanbana – improve your workflow

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Extra
Pomodoro Kanban
Visualizing Bottlenecks