



Checklist 10 - The Kanban Method

Project
Name: _____

Date: _____

Yes No

Being productive is a very tough thing to do. Not everyone can be productive, and ways to become productive are also very hard to find, but methods like kanban method are a major source of becoming productive instantly. This method is basically from the Japanese manufacturing system, and it helps you to get a visual overview of your work, and you can also limit your work in progress by using this method. Here is how to use it:

The Kanban Board:

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First, start with preparing your Kanban Board by using a whiteboard.

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Divide the board into three columns.

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Start labeling the columns as first one "To Do" and add all the tasks that you need to do in this column.

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Further, make a second column with the label of "Doing" and add the tasks that you're working on.

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In the end, make a third column, mentioning 'Done', and record all the tasks that you've accomplished in it.

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Notes



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Use cards and write all the tasks on them and stick these on the whiteboard in their respective columns.

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Working With Kanban Board:

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Now use post-it notes and write your tasks with a marker on it.

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Paste these notes in the To-do column.

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Whenever you start working on any tasks from To Do column, drag it to the Doing column.

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And, after completing your task, drag it to the done column.

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Repeat the same process and drag tasks, one by one from To Do column to Doing column and then finally to the done column.

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Have a Review:

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Start limiting work in progress. Do not drag too many tasks into your Doing column.

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Have a review of your Kanban Board every day and prioritize your tasks in it.

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You can also start adding further columns in your Kanban board, once you become comfortable with it.

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After honestly reviewing your board, add columns like “waiting for” to add blocked tasks that will be done later.

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Tools For Board:

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You can use any suitable tool for creating this board. Use a whiteboard for this purpose.

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If you do not have a whiteboard; you can use a notebook and draw three columns on it.

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Use the Trello app for creating a digital Kanban Board on it. This will be more convenient. And eventually, you'll become productive.

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Notes