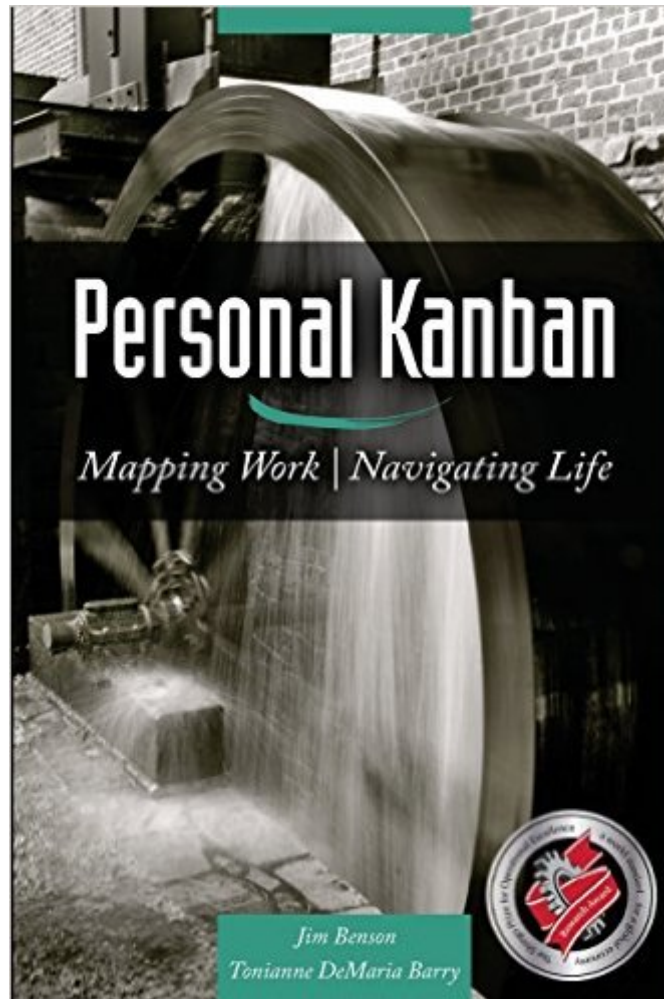# Personal Kanban: Mapping Work | Navigating Life

# Synopsis

Machines need to be productive. People need to be effective. Productivity books focus on doing more, Jim and Tonianne want you to focus on doing better. Personal Kanban is about choosing the right work at the right time. Recognizing why we do the things we do. Understanding the impact of our actions. Creating value - not just product. For ourselves, our families, our friends, our co-workers. For our legacy. Personal Kanban takes the same Lean principles from manufacturing that led the Japanese auto industry to become a global leader in quality, and applies them to individual and team work. Personal Kanban asks only that we visualize our work and limit our work-in-progress. Visualizing work allows us to transform our conceptual and threatening workload into an actionable, context-sensitive flow. Limiting our work-in-progress helps us complete what we start and understand the value of our choices. Combined, these two simple acts encourage us to improve the way we work and the way we make choices to balance our personal, professional, and social lives. Neither a prescription nor a plan, Personal Kanban provides a light, actionable, achievable framework for understanding our work and its context. This book describes why students, parents, business leaders, major corporations, and world governments all see immediate results with Personal Kanban.

# Book Information

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# Customer Reviews

I have seen it all. From the primitive todo to the philistine Covey to digital GTD to the nothing-there ZTD, I am confident saying that there is nothing I have wasted more of my time on than studying how not to waste more of my time. I have active accounts with AppoloHQ, Nirvana, Producteev,

HiTask, RTM, TeamLab, PlanBox and a gazillion other task management websites. I approach each of these methodologies and implementations with a cynical eye. I do not inherently trust any "system" and quickly pshaw them right out of the box. But I hang on. I hang on to the hope that as my brain begins to drop more information than it picks up, I will eventually find something that will work.The prerequisites are simple:1. No part of this process should take more than 10 minutes to implement2. It needs to be visual3. It needs to be visible!4. I should never be in a position where I say "If only I had an internet connection" or "If only I had my laptop" or "If only my Circa Rhodia pad come unlined."5. At the "end of the day," I need to be able to report on and measure my performance. We are all accountable for what we produce. My goals are directly tied to what I can accomplish.6. It's got to FEEL good. Metrics aside, if it is ugly, cumbersome or "kludgy," it will never be a tool for me. I seek beauty through simplicity.7. It can't be binary. Use it or not, there has to be room for a transition.8. It should not be mutually exclusive to any other system. If I want to implement Next Actions or Covey's big rocks/little rocks, or a universal capture tool (ie Evernote), then nothing should stop me from doing that.Perhaps those prerequisites were not so simple after all as it seems that no one was able to meet those criteria.

Personal Kanban changed the way I think about everything I do.We all feel like there aren't enough hours in the day to fulfill our commitments to work and family life. How often do we find ourselves saying "I am so busy, I can't seem to get anything done!" How can it be possible to busily accomplish nothing?When we maintain a large backlog of existential overhead we feel stressed because we don't feel like we're making progress. Thanks to the Zeigarnik effect we focus inordinately on unfinished tasks. When we finish a task it is flushed out of our thoughts because we're constantly focused on the unfinished pile.Personal Kanban offers a deceptively simple solution to these stresses. Take all the tasks currently occupying that ball of stress in your mind, write them down on sticky-notes and stick them to a board. By writing them down you're able to see that they're not all equally important. You remove them from the amorphous stress ball inside your psyche and stick them to the wall. Suddenly you enjoy the clarity brought by simply visualizing precisely what it is you need to accomplish. A Kanban is a signboard where you visualize your work. In it's simplest form a kanban board contains 3 columns: "Ready", "Doing" and "Done".I generally reject dogmatic and/or complicated concepts. What Jim and Tonianne have written in Personal Kanban is neither. There are only 2 rules:1. Visualize your work2. Limit your Work in Progress (WIP)I've explained the backlog already, one of the benefits of this backlog is that you can now easily see what needs to be done, and prioritize those tasks according to what's most important to

you at the time.

Personal Kanban: Mapping Work | Navigating Life Kanban: The Kanban Guide for the Business, Agile Project Manager, Scrum Master, Product Owner, and Development Support Team Kanban, The Kanban guide, For the Business, Agile Project Manager, Scrum Master, Product Owner and Development Support Team (Toyota way, Toyota,) Mapping Australia (Mapping the World (Gareth Stevens)) 3D Robotic Mapping: The Simultaneous Localization and Mapping Problem with Six Degrees of Freedom (Springer Tracts in Advanced Robotics) Mapping South America (Mapping the Continents) Making Cell Groups Work: Navigating the Transformation to a Cell-Based Church Lead the Work: Navigating a World Beyond Employment Kanban: Successful Evolutionary Change for Your Technology Business Real-World Kanban: Do Less, Accomplish More with Lean Thinking Essential Kanban Condensed Kanban in Action Agile Project Management with Kanban (Developer Best Practices) The Scrumban [R]Evolution: Getting the Most Out of Agile, Scrum, and Lean Kanban (Agile Software Development Series) Integrating Kanban with MRPII: Automating a Pull System for Enhanced JIT Inventory Management Value Stream Mapping: How to Visualize Work and Align Leadership for Organizational Transformation Bullyproof Yourself at Work!: Personal Strategies to Recognize and Stop the Hurt from Harassment (The Work Doctor Bullying Series) There Is Life After College: What Parents and Students Should Know About Navigating School to Prepare for the Jobs of Tomorrow Thresholds: Navigating the Difficult Transitions of Life (2 disk Audio CD) Jonah: Navigating a Life Interrupted (Bible Study Book)