

I Kanban, Can You?

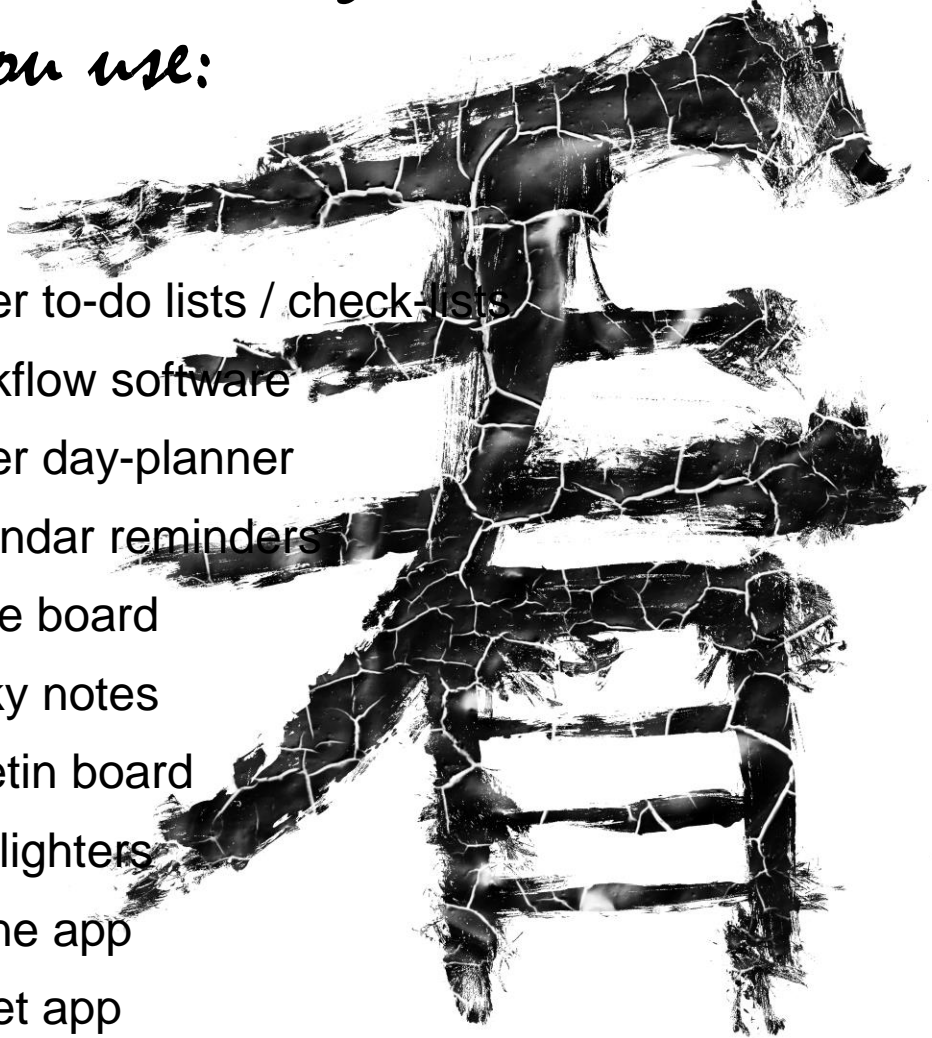
A Librarian's
Introduction
to KanbanFlow



*For task management at work,
do you use:*

- A) Paper to-do lists / check-lists
- B) Workflow software
- C) Paper day-planner
- D) Calendar reminders
- E) White board
- F) Sticky notes
- G) Bulletin board
- H) Highlighters
- I) Phone app
- J) Tablet app

CHECK ALL THAT APPLY



*Kanban is Japanese for
"sign" or "billboard."*

- In the 1940's, Toyota developed Kanban as a way of improving their manufacturing efficiency
- Kanban method has become an important tool for managing workflow and measuring outcomes
- Use visual organization to design a process that works for you
- Not just the manufacturing industry:
 - software development
 - Marketing
 - human resources
 - strategy and leadership teams
 - personal task management
 - Libraries???

Beware of Multi-tasking

- Simplest Kanban board consists of three columns:
 1. “To-Do”
 2. “In Progress”
 3. “Done”
- Key to Kanban is **limiting the amount of work you have in progress** so that you can **focus** on completing tasks, rather than letting them pile up in a failed attempt to multitask
- You can create a Kanban board with a white board and colored sticky notes OR use KanbanFlow
- KanbanFlow is a web application that allows you to digitize this method quickly and easily:
 - www.kanbanflow.com

Why ditch paper?

- It has been about 2 years since I started using KanbanFlow. I don't know how I ever worked without it!
- An example librarian may be doing any of these things at one time:
 1. working the circulation desk
 2. taking reference questions
 3. checking items in or out for patrons,
 4. managing items coming in for the holds shelf
 5. attempting to schedule events
 6. create flyers for events
 7. assisting patrons with computer questions
- Being able to track and visualize the priority level of any given task, and the progress of those tasks, can help a great deal in getting things done plus reviewing work time and how much is completed.

Paper

Vs.

Digital

- MESSY – ordering the items and re-prioritizing / numbering / checking off / items get lost in long lists
- TREES - at the end of the work day do you wonder how many trees were needed to create your seemingly endless lists?
- LOCATION – you do not always have access to a paper list from home, in the car, or in a meeting

- CLEAN – limit tasks per column / label columns / color code task types / set dates and deadlines
- NO WASTE– eliminate clutter and piles of papers in your bags or on your desk AND saving trees little by little
- ACCESS ANYWHERE - online board on any computer or smartphone so you can edit while in a meeting or on the go

My Kanban Board

- Drag & Drop in 4 Columns
- Create with 4 Colors
- Responsible (Collaborate)
- Description/Notes
- Dates & Deadlines
- Recurring Tasks
- Subtasks (Check boxes)
- Scroll Back in Time

The screenshot displays the KanbanFlow 'Work Board' interface. At the top, there's a navigation bar with the KanbanFlow logo, a 'Work Board' dropdown, 'Administration' settings, and a user profile for 'Rachel Evans'. The main workspace is divided into four columns: 'To-do', 'Do today', 'In progress' (with a sub-count of 2/5), and 'Done'. Each column contains tasks represented by colored cards (green, blue, pink, yellow). A modal window titled 'submit proposal for in-house lib... (Do today)' is open, showing fields for Name, Description, Labels, Color, Responsible (set to Rachel Evans), and Time spent. The bottom of the interface features a category bar with 'Web', 'Library', 'Graphics, Docs & Media', and 'Personal', along with utility buttons like 'Timer', 'Reports', 'Filter', and 'Get Premium'.

| To-do | Do today | In progress 2 / 5 | Done |
|--|--|---|--|
| <ul style="list-style-type: none">FTP Gavel records (Due: Tuesday 5:00 PM (Done))review job descriptiondelete videos from Vimeo - follow up with Sharonload new HeLP clinic photomock up of webform examples for LeslieRusk templates page updates - via LG instructionsDocumentation for EDS & Boopsie FTP loadsUpdate Library Video Tutorials | <ul style="list-style-type: none">updates for Alex Scherr - prepare for Tuesday meetingupdates from Lanier for mediation pageclean computer desktopSBA org page update for leadership - add photosupdate IT in menus on Web - Leslie | <ul style="list-style-type: none">change GAVEL backup tape (Due: Today 5:00 PM (Done))begin article for Computers in Libraries (51m)Due: Tuesday 5:00 PM (Done)<input checked="" type="checkbox"/> outline<input checked="" type="checkbox"/> article draft<input type="checkbox"/> graphics | <p>Today</p> <ul style="list-style-type: none">FTP Gavel records<ul style="list-style-type: none"><input checked="" type="checkbox"/> rename file<input checked="" type="checkbox"/> search list to create .bib<input checked="" type="checkbox"/> review .bib<input checked="" type="checkbox"/> FTP Epnet/GAVELanswer questions for Tina - webform for Order of the Coilcreate poster for Journals party - TJ & Anneadd two new courses for PaulaTalk to Jim about Alex Scherr updates & meetingdelete two URLs for Dean Amann <p>Friday, 10 February</p> <ul style="list-style-type: none">change GAVEL backup tapeFTP Gavel recordsupload flyer for Red Clay conferencetwo new webpages for Kate Doty<ul style="list-style-type: none"><input checked="" type="checkbox"/> programs page<input checked="" type="checkbox"/> speakers page<input checked="" type="checkbox"/> email Kate & jimadd new course to website - Paula |

Recurring Tasks

Dates & Deadlines

- Schedule recurring tasks:
 - create one task and set it up to repeat each time you
 - drag that item to the “done” column
 - a new identical item will appear in the column you se
 - choose which days of the week to repeat the task
- Select date and time deadlines:
 - fictional library event is scheduled in two weeks - set up a few different tasks for yourself to remind you to:
 1. share about the event on social media
 2. print the flyer and post it on bulletin boards
 3. purchase refreshments before the event
 - Each task can have different dates, and even specific times of the day to accomplish them by

Add task (Do today)

General **Dates** **Subtasks** **Comments**

Add due date

Start date: 2017-03-22 Time: 05:00 PM Target column: Done Add

☒ Repeat

Daily Weekly Monthly Yearly

☐ Mon ☒ Tue ☐ Wed ☒ Thu ☐ Fri ☐ Sat ☐ Sun

Interval: Every week End: Never

March 2017

| Wk | Mo | Tu | We | Th | Fr | Sa | Su |
|----|----|----|----|----|----|----|----|
| 9 | | | 1 | 2 | 3 | 4 | 5 |
| 10 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 11 | 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 12 | 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 13 | 27 | 28 | 29 | 30 | 31 | | |

Save & close Save & add more

It's in the Details: Subtasks

For larger projects requiring bigger chunks of your time, creating subtasks is extremely useful. Subtasks can also be helpful for quick tasks that are just tedious and detail-oriented.

- type or paste in a list
- this creates check boxes for each line
- checking off the items as you work can provide a sense of momentum that would otherwise be lost during a long-winded project
- collapse the subtasks, and expand them again, when you are ready to

The screenshot displays a project management application. At the top, a dark header bar contains a gear icon for 'Administration' and a user profile for 'Rachel Evans'. A modal window titled 'update courses for Paula (Done)' is open, showing a 'Subtasks' tab with a list of three checked items: 'JURI 4600 - change to 2 credit hours', 'JURI 5090 - change to 2 credit hours', and 'JURI 4822 - change name to Sexual Orientation Law'. Below this list is an 'Add subtask' input field and an 'Add' button. The modal also has 'Save & close', 'Delete', and 'Tools' buttons. In the background, a task list is visible, including items like 'PR team meeting at 11:30 am', 'LSRG meeting dates for website - meeting at 11 am', 'plan to meet with Marie week of the 13th', 'change GAVEL backup tape', 'fill out life ins. info sheet', 'print return labels', and a section for 'Monday, 13 March' with tasks like 'change GAVEL backup tape', 'FTP Gavel records', 'one new course - Paula', 'two new courses for handbook', 'add summer booklist - Paula', and 'create placement pages on live website - Scherr'. The bottom of the screen shows a navigation bar with 'Graphics, Docs & Media' and 'Personal' sections.

Organize by Columns

Some people need more or different columns than the three basics (To-do, In Progress & Done). Create and label them to suit your type of work specifically:

- “Ideas” OR “Rainy Day” columns for non-urgent/distant future type tasks
- separate “To-do” and “Do Today” for sorting and prioritizing at the start of each work day

ESSENTIAL:

- “In Progress” & “Done” columns are essential to tracking your productivity!
- Highly recommend setting limits on the number of tasks in your “In Progress” column
- Collapse your columns while you work

The screenshot displays a Trello board interface. At the top, there's a navigation bar with 'Administration' and a user profile for 'Rachel Evans'. The board has two main columns: 'In progress 6 / 5' (pink header) and 'Done' (grey header). The 'In progress' column contains three task cards: 'slides for webinar' (yellow), 'test webinar at 2PM on 3/15 - https://goo.gl/Bio180' (green), and 'Due: Today 5:00 PM (Done)' (green). The 'Done' column contains three task cards: 'PR team meeting at 11:30 am' (green), 'LSRG meeting dates for website - meeting at 11 am' (yellow), and 'plan to meet with Marie week of the 13th' (yellow). Below the board, there's a 'Board administration: Work Board' panel. It has a sidebar with 'General', 'Users', 'Columns', 'Colors', and 'Task settings'. The 'Columns' section is active, showing a table with columns for 'Column name' and 'Actions'. The table lists four columns: 'To-do', 'Do today', 'In progress', and 'Done'. Each column has 'Edit' and 'Delete' buttons, and arrows for moving the column. At the bottom of the board, there's a checklist with five items: 'print pages or notes from Heidi', 'print pages of notes from Scherr', 'put all pages on live site', 'update all content via notes pages', and 'follow up with heidi/scherr'. A 'Show more' button is at the bottom right of the checklist. The bottom of the screen shows a navigation bar with 'Graphics, Docs & Media' and 'Personal' tabs.

| Column name | Actions |
|-------------|-----------------|
| To-do | Edit Delete ↓ ↑ |
| Do today | Edit Delete ↓ ↑ |
| In progress | Edit Delete ↓ ↑ |
| Done | Edit Delete ↓ ↑ |

| |
|--|
| <input checked="" type="checkbox"/> print pages or notes from Heidi |
| <input checked="" type="checkbox"/> print pages of notes from Scherr |
| <input checked="" type="checkbox"/> put all pages on live site |
| <input checked="" type="checkbox"/> update all content via notes pages |
| <input checked="" type="checkbox"/> follow up with heidi/scherr |

Customize with Color Labels

Color code your task types to allow for even more visual organization. I divide my own board tasks work into four colors:

1. Website
2. Library
3. Graphics, docs & media
4. Personal

By assigning a different colors you can quickly glance at a board and see

- what types of tasks have been most frequent
- which ones are taking more of my time on any given day
- make adjustments for how much time you spend in the future
- regularly scroll back (at least every other week) to view the previous 2 week's tasks and use them to report back with in team meetings or to supervisors

Board administration: Work Board

General

Users

Columns

Colors

Task settings

The colors are commonly used to indicate the type or priority of a task. You can have up to 10 colors. [Show more...](#)

Enabled colors

| Color | Name | Actions |
|-------------------|------------------------|--|
| <div>Yellow</div> | Web (Default) | <div>Edit</div> <div>Disable</div> <div>↓</div> <div>↑</div> |
| <div>Green</div> | Library | <div>Edit</div> <div>Disable</div> <div>↓</div> <div>↑</div> |
| <div>Red</div> | Graphics, Docs & Media | <div>Edit</div> <div>Disable</div> <div>↓</div> <div>↑</div> |
| <div>Blue</div> | Personal | <div>Edit</div> <div>Disable</div> <div>↓</div> <div>↑</div> |

Disabled colors

| Color | Name | Actions |
|--------------------|---------|-------------------|
| <div>Brown</div> | Brown | <div>Enable</div> |
| <div>Cyan</div> | Cyan | <div>Enable</div> |
| <div>Magenta</div> | Magenta | <div>Enable</div> |
| <div>Orange</div> | Orange | <div>Enable</div> |
| <div>Purple</div> | Purple | <div>Enable</div> |
| <div>White</div> | White | <div>Enable</div> |

Time Tracking with the Pomodoro Technique

KanbanFlow has a built in Pomodoro timer that allows you to track the time you are spending on tasks.

- Developed by Francesco Cirillo in the 1980s
- Popular technique encourages full focus on a specific task for 25 minutes at a time
- Rewarding yourself in between each stretch of 25 minutes
- In theory, if you keep your focus for a certain period of time, you will get more accomplished faster

This short video illustrates the technique very well:



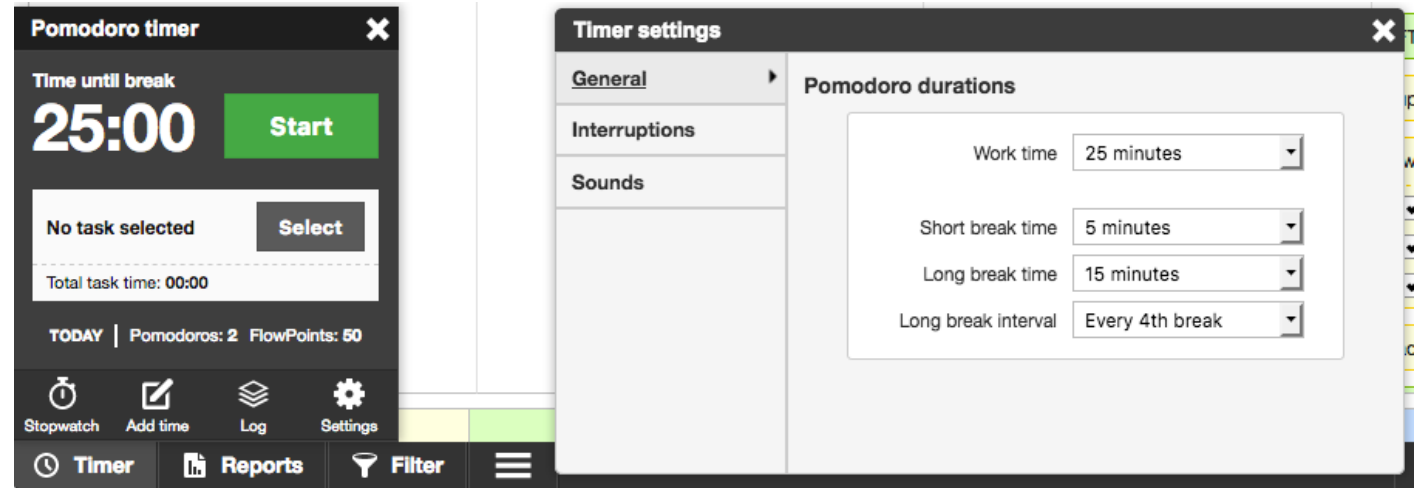
Pomodoro Basics

1. Choose a task
2. Start your Pomodoro timer and work for 25 minutes completely focused
3. Take a 5 minute break
4. Re-start your Pomodoro timer and work for another 25 minutes completely focused
5. Repeat steps 1 (if you need to change tasks), 2 and 3 until you have completed 4 Pomodoros
6. After 4 Pomodoros reward yourself with a longer 15 minute break



KanbanFlow's Pomodoro Timer

- Timer makes charts of your Pomodoros
- Pause for interruptions
- Customize your alarm and ticking sounds for the timer
- Configure work time (between 15 and 55 minutes) if the standard 25 minutes isn't right for you
- Configure your short and long break times
- If you prefer something less strict, use the simple stopwatch



Assign & Collaborate

In progress 11 / 3

1 overdue task

Review Subject Categories for Coll Dev

Diane Article on SSRN in Cambridge Companion to International Criminal Law

Due: 1 September 17:00 (Done)

Empirical Study for Usha and Mehrsa - Kaden

Polsky EDGAR research - John

Qui Tam Statutes for Beck - Ashley

Due: Friday 17:00 (Done)

☐ Find Virginia 1794 Code - TJS

Elizabeth Burch Article

Due: Saturday 17:00 (Done)

Archive Request for MVS - Emily/Jessica/TJS

Update BNA List/Links - Kelly

Baradaran FDIC Research Request

Due: Thursday 17:00 (Done)

Coenen research on mandated contraceptions - Ashley

Due: Friday 17:00 (Done)

Research on Carver Bank and s/h ownership

Due: Thursday 17:00 (Done)

Done

Law schools with 3+3 programs stats for Ramsey

Thursday, 11 August

Women and Law research for Diane

Wednesday, 10 August

ABA video for Kent

Tuesday, 9 August

Alum at most profitable law firms in ATL (Phyllis)

Course Packet for Brian Lea

Article short cite

Dog breeding stats/regs for Milot

Friday, 5 August

Research for Bo on Law School Debt

Thursday, 4 August

Volunteer research for Andrea

Libguide on Marijuana Law for Miller - Summer RA

Friday, 29 July

Rutledge law school data update

Tuesday, 26 July

Just in Case: Recycle Bin

PM (Done)

backup tape

PM (Done)

march 20th walking trails start

Due: 20 March 5:00 PM (Done)

slides for webinar

test webinar at 2PM on 3/15 - <https://goo.gl/Biol80>

Recycle bin

Task name

Location

Deleted by

Deleted at

Unrestorable after

Rusk templates page updates - via LG instructions

To-do

Rachel Evans

15 March 1:26 PM

16 March 1:26 PM

Restore

mock up of webform examples for Leslie

To-do

Rachel Evans

15 March 1:26 PM

16 March 1:26 PM

Restore

review job description

To-do

Rachel Evans

15 March 1:26 PM

16 March 1:26 PM

Restore

Documentation for EDS & Boopsie FTP loads

To-do

Rachel Evans

15 March 1:26 PM

16 March 1:26 PM

Restore

load new HeLP clinic photo

To-do

Rachel Evans

15 March 1:26 PM

16 March 1:26 PM

Restore

s page updates - via LG

submit proposal for in-house library UGA conference

publish Atlanta/Civil Ext. page & tabs on live website - THURSDAY

Due: Thursday 5:00 PM (Done)

☐ make anchor tags for all items in placements table

☐ email to ask about Atlanta housing form

Miscellaneous

Sound

ON

Notifications

ON

Color legend

ON

Recycle bin

Web

Library

Graphics, Docs & Media

Free vs. Paid

Everything covered in this presentation is included in the free version. Some extra features for \$5 per user per month include:

- file attachments
- Search
- copy board
- task numbering
- Excel and CSV export
- Calendar
- Forecasting
- time estimate report
- add tasks by email
- calendar feed/iCal
- Google Drive and Dropbox integration
- priority support

* 14 day free trial to test everything out

Credits

Grant Evans for illustrations

GLA for inviting me to present today

Carol Watson for first introducing me to KanbanFlow

Questions?

Email rsevans@uga.edu