I Kanban, Can You?
A Librarian’s Introduction to KanbanFlow

What is Kanban?
• Japanese for “sign” or “billboard”
• Developed and first used in manufacturing
• Can be applied to many other areas for project management
• Method uses visual organization with at least 3 columns on a “board”
• Most basic Kanban board includes: To-do, In Progress, and Done
• The key is to limit the number of items in progress – or to limit multi-tasking

Physical vs. Digital Board
• Use a large white board with sticky notes OR www.kanbanflow.com
• Physical lists/boards are messy, not always with you and require paper
• Digital lists/boards are cleaner, less wasteful, and can be accessed anywhere

The Digital KanbanFlow Board
• Easy to create tasks and re-prioritize by dragging and dropping into columns
• Customize number of columns and their titles
• Customize types of tasks with colors and descriptions
• Work in teams using the “responsible” feature to assign and share tasks
• Add notes to the “description” box of any task
• Add “subtasks” for a check-box feature within a given task
• Set dates, deadlines and recurring tasks
• Scroll back in time to view completed tasks and visualize accomplishments
• If items are deleted by accident, retrieve them from the “recycle bin”
• Configure the “In Progress” column’s task limit to cut down on multi-tasking
• A Pomodoro Timer is built-in
  o Work with full focus on a specific task for 25 minutes at a time
  o Reward yourself with times breaks of 5 minutes
  o Customize your work and break times or manually log time
  o Utilizing this feature can help you get more accomplished faster!

Questions? Email Rachel Evans at rsevans@uga.edu