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
    - Work with full focus on a specific task for 25 minutes at a time
    - Reward yourself with times breaks of 5 minutes
    - Customize your work and break times or manually log time
    - Utilizing this feature can help you get more accomplished faster!

Questions? Email Rachel Evans at rsevans@uga.edu