Kanban
Visualize your work, limit work in progress

What is a Kanban Board?

The concept of Kanban is simple and flexible. Kanban boards visually depict work at various stages of a process using cards or sticky notes to represent work items (your to-do items) and different columns to represent each stage of the process. The cards move from left to right to show progress. A Kanban board can be used to manage work at a personal or organizational level.


There is no one size fits all approach to a Kanban board. Make it your own and make it work for you. You can start easy with the steps below and as you mature in your Kanban efforts, you might consider free electronic options like Trello that allow for collaboration amongst a team.

The benefits of Kanban are numerous but one that is most impactful is being able to visualize your work, when we are not attempting to remember and prioritize all of our tasks in our heads by putting them on a board, we free up our ability to focus. Limiting your Work in Progress will help you to avoid multi-tasking, burnout and allow you to be more effective and productive.

Start Simple with Five Easy Steps

1. Pick a spot for your Kanban board. You can use a whiteboard or hang butcher paper on the wall.
2. Divide your Kanban board into 3-4 columns
   - To do
   - Work In Progress
   - Done
   - Waiting (optional)
3. Gather some sticky notes and write out each of your 'To-do's' on a sticky note (one to-do per note) and then place them in the appropriate column on the Kanban Board.
4. Prioritize your work items. For maximum efficiency, limit your Work in Progress to only three items.
5. As you move work to the Done column, prioritize again and move the next item to the Work in Progress column.
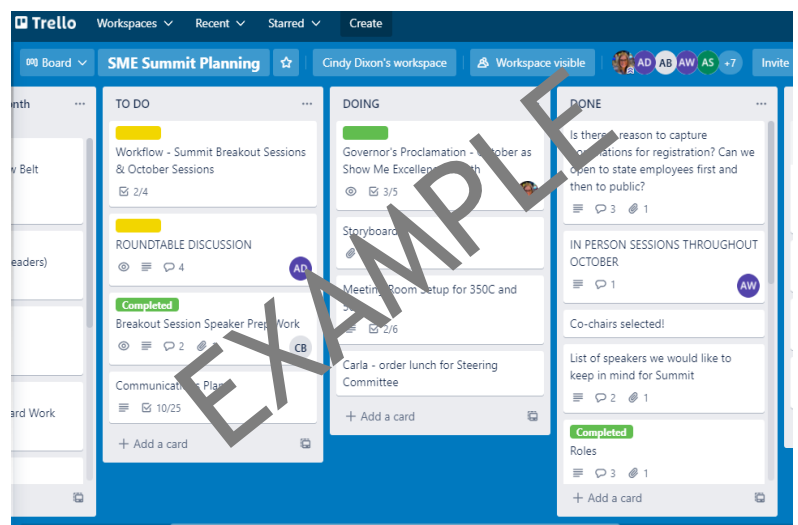
Example of a Kanban Board in Trello