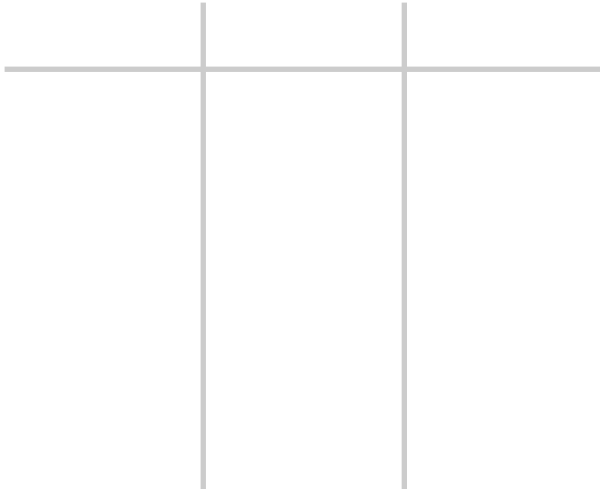


Build Your Own Personal Kanban Board

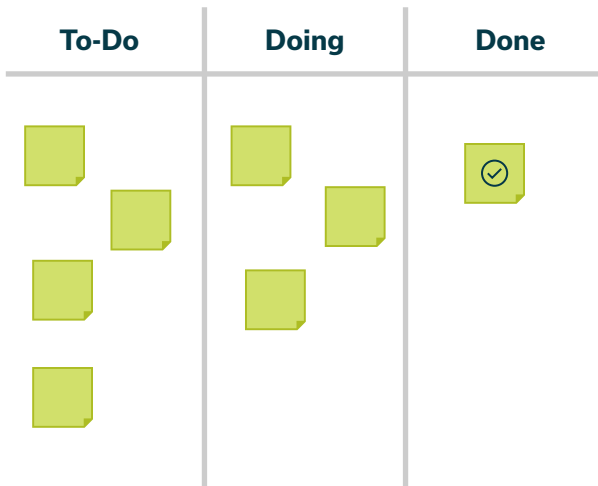
1. Create three columns.



2. Label them "To-Do," "Doing," and "Done."



3. Visualize your work (personal or work life) on sticky notes, so they are easy to move from column to column.



4. Limit the amount of work that goes into the middle "Doing" column. Avoid multi-tasking to stop starting and start finishing!

