software pilots

TRIFORK.

Personal Kanban

Stop wasting your life

Troels Richter 2011

Stop wasting your life

- I'm afraid that too many of us waste our time and effort doing things that adds too little value or sometimes no value at all

    - Attending meetings without purpose and agenda
    - Sending emails that no one reads
    - Establishing something good that noone use
    - Doing something important but with bad timing
    - Doing something not important because we can't follow through on the important and valuable

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The goal of this talk

- To convince you that you can add **more value** to life by **visualizing your workflow**

- That you will learn what personal kanban is, the meaning behind it and how it can be used to **improve your workflow and effectiveness**

- that you will try visualize your workflow when you leave this room and start gaining more value from life

What is Personal Kanban?

- Visualize your workflow
- Limit your work in progress (WIP)

- *A **lean agile** mindset where you countinously try to improve your self*

The goal of Personal Kanban

- By **visualizing your workflow** your work will appear in its own context that is easy to comprehend and easy to reflect upon

- Through reflection you will start to improve your workflow and achieve **more value from less effort**

- By **limiting your work in progress** you will sharpen your focus and achieve a higher throughput

3 Pillars of personal effectivity

Personal Effectivity

| Importance | Focus | Value |
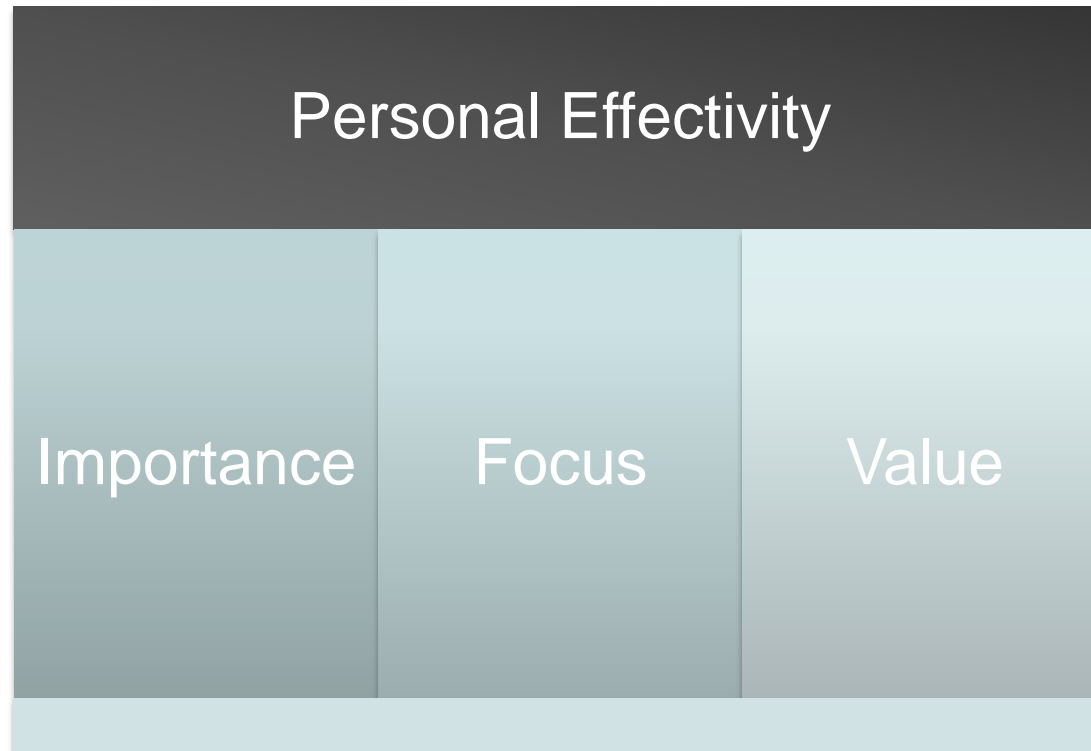
1. Pillar: Importance

- Learn to track your work
- Learn to prioritize your work
- Learn to respect your own prioritization

The Todo List
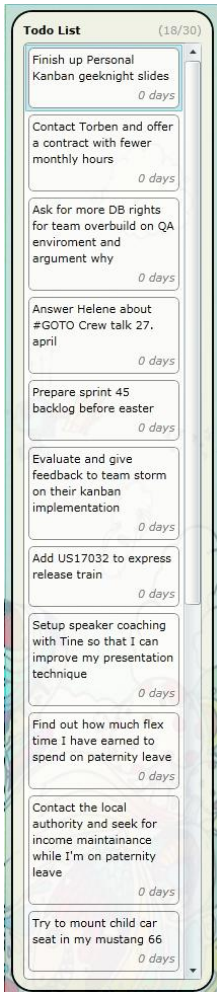
- **Positive**
  - You can learn to track your work and empty your brain
  - You can learn the basics of prioritization
- **Negative**
  - No goals → No sense of accomplishment → Demotivating
  - Hard to prioritize according to value because it says very little about the nature and context of your work

2. Pillar: Focus

- Limiting work in progress will help you to keep focus

- Combine Personal Kanban with **The Pomodoro Technique**
  - Learn to handle external interruptions
  - Learn to handle procrastination
  - Work focused for 25 miuntes and reward yourself with a 5 minute brake

3. Pillar: Value

- Visualize your workflow to implicitly learn about your value stream

- Limit work in progress to implicitly help you follow through, increase your throughput and thereby adding more value

- Map your value stream to visualize value adding stages and bottlenecks in your workflow

- Learn about kaizen and integrate it as part of your personality

Effectivity over Productivity

- Productivity is measured by quantity against capacity

- Effectivity is measured by value against effort

- *The paradox is that you can be very productive without beeing effective at all*

Visualizing Workflow

- 1. step: visualize how you work today
  - You probably don't know so keep it simple to start with

Visualize your workflow

- **Positive**
  - My work in progress is visible
  - Sense of accomplishment

- **Negative**
  - Still no goals

Limit work in progress (WIP)

- 1. step: start by setting the limit to what you think it is today

- 2. step: work this way for a week and see what happens

- 3. step: Evaluate
  - Did you have a hard time respecting your own limits? Why?

Limit your work in progress
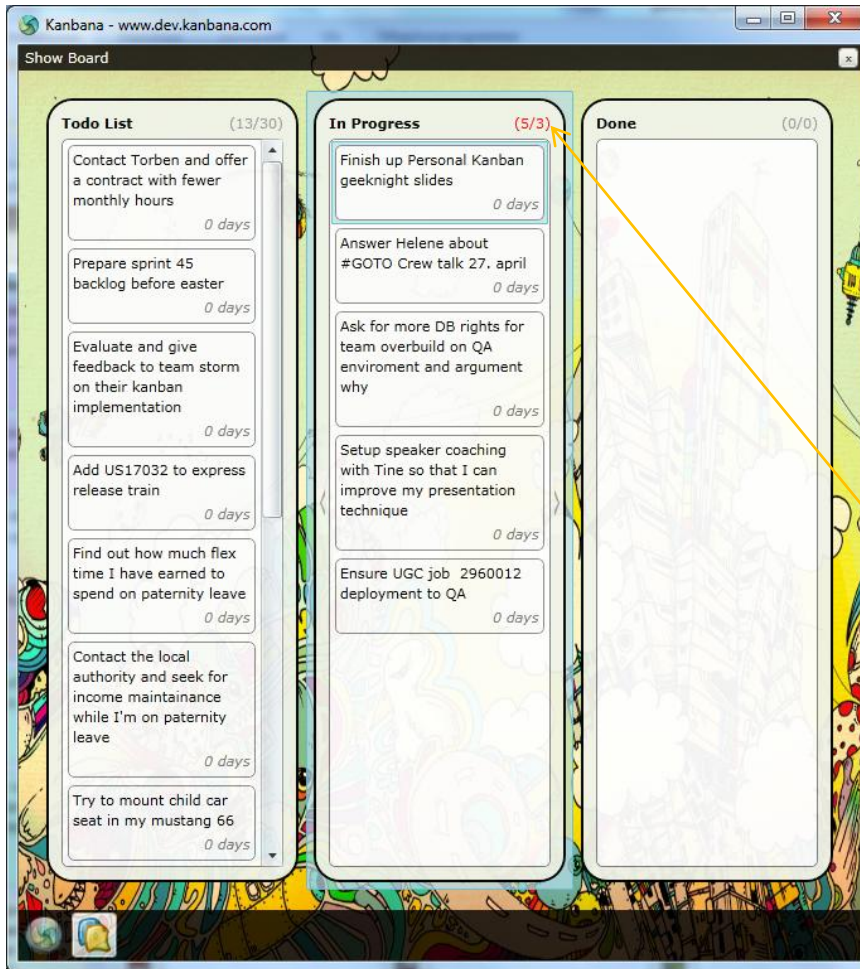
- **Positive**
  - Trying to limit my work in progress instead of starting new tasks

- **Negative**
  - Why do I have so much in progress?
  - Why can't I respect my own limit?

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Value stream mapping

- Analyze your work in progress
- Do you have any bottlenecks?
- Where do you add value?
- Find out how to ensure that your work is adding value in the end

Your value stream
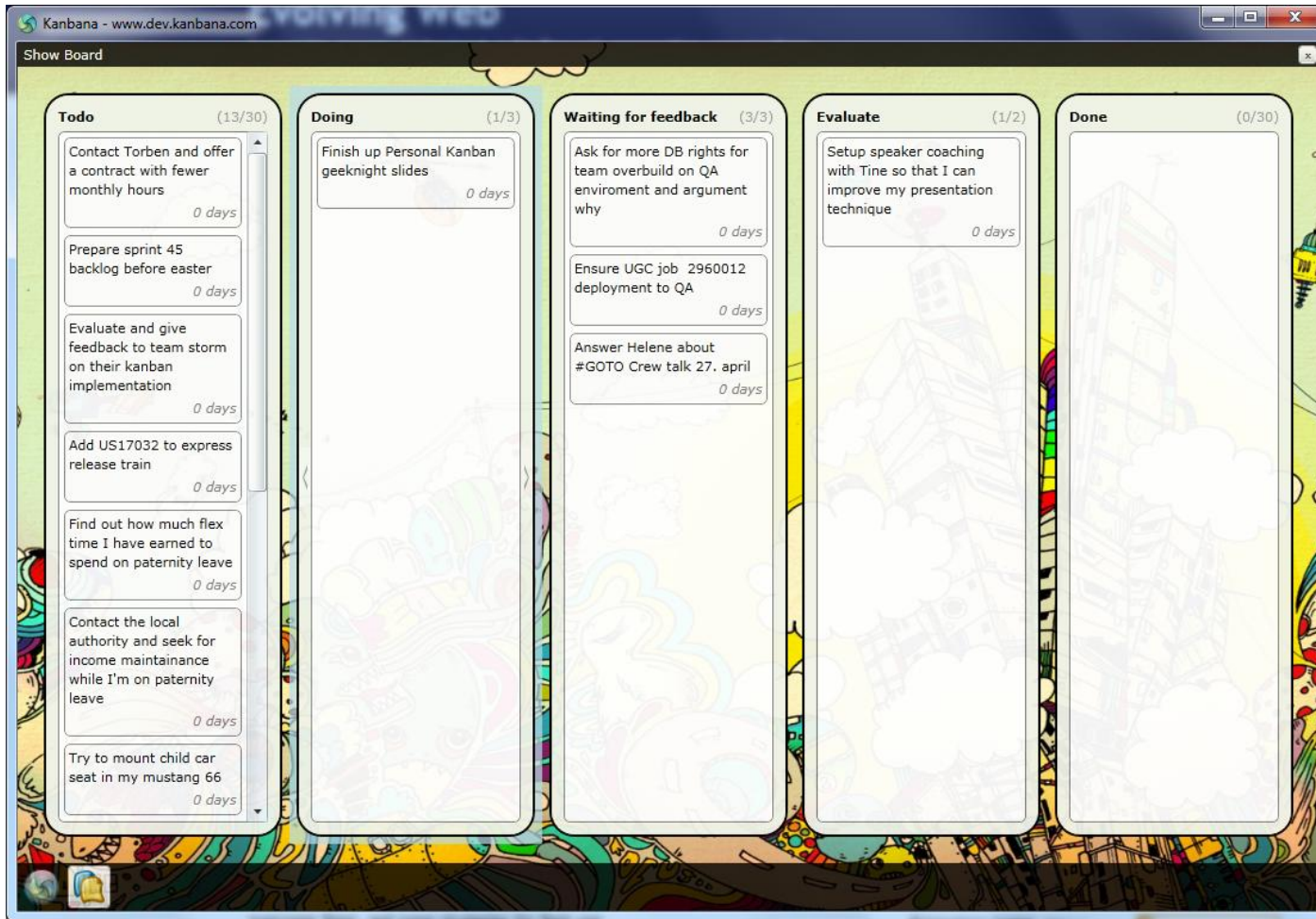
Heijunka

- Your work should now appear in it's own unique context and you can start to make **good informed decisions**

- You now have the knowledge to start **leveling out your workflow**
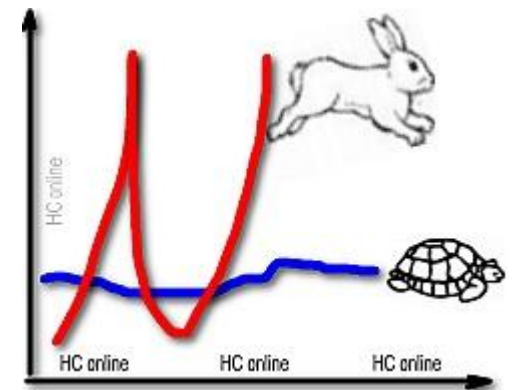
Kaizen
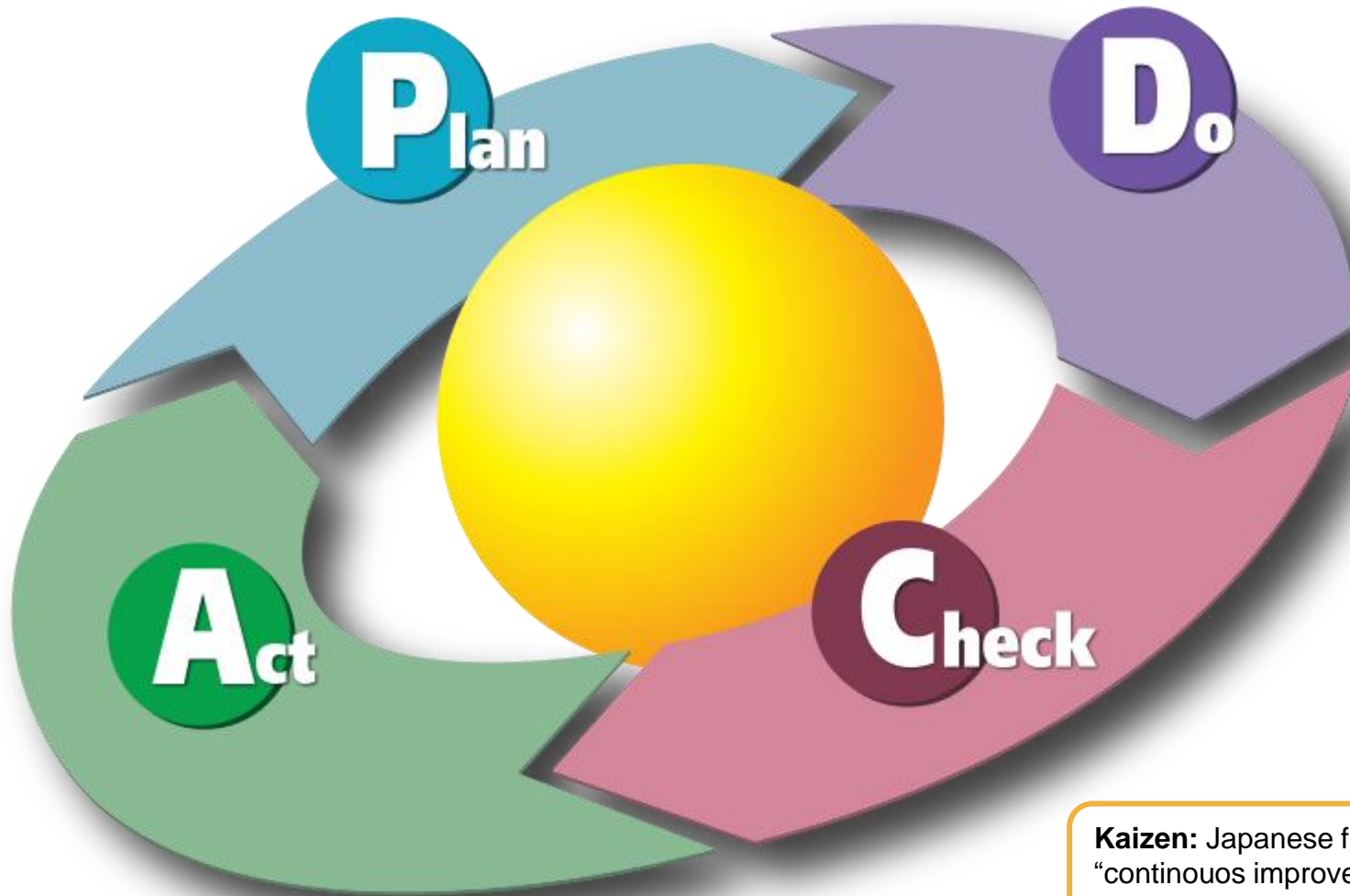
Kaizen: Japanese for "continouos improvement" or "change for the better"

Goals and accomplishment

- Start every day in front of your personal kanban board
  - Move completed tasks to done, evaluate value and feel good about your self ☺
  - Set daily goals according to WIP
- Pull over Push

Never start your day by checking email – why do you think that is?

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Personal kanban flow
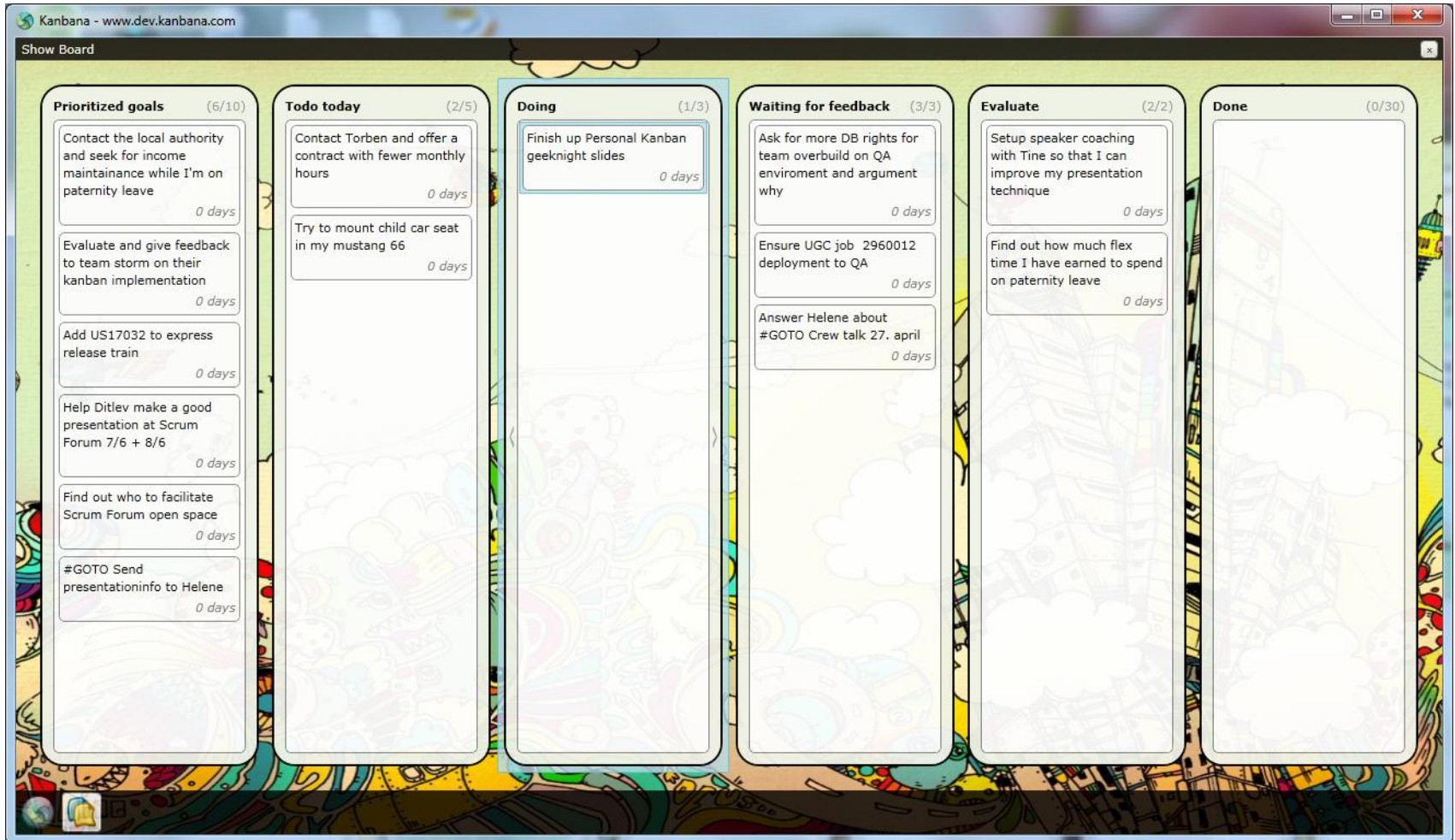
Enrich the context
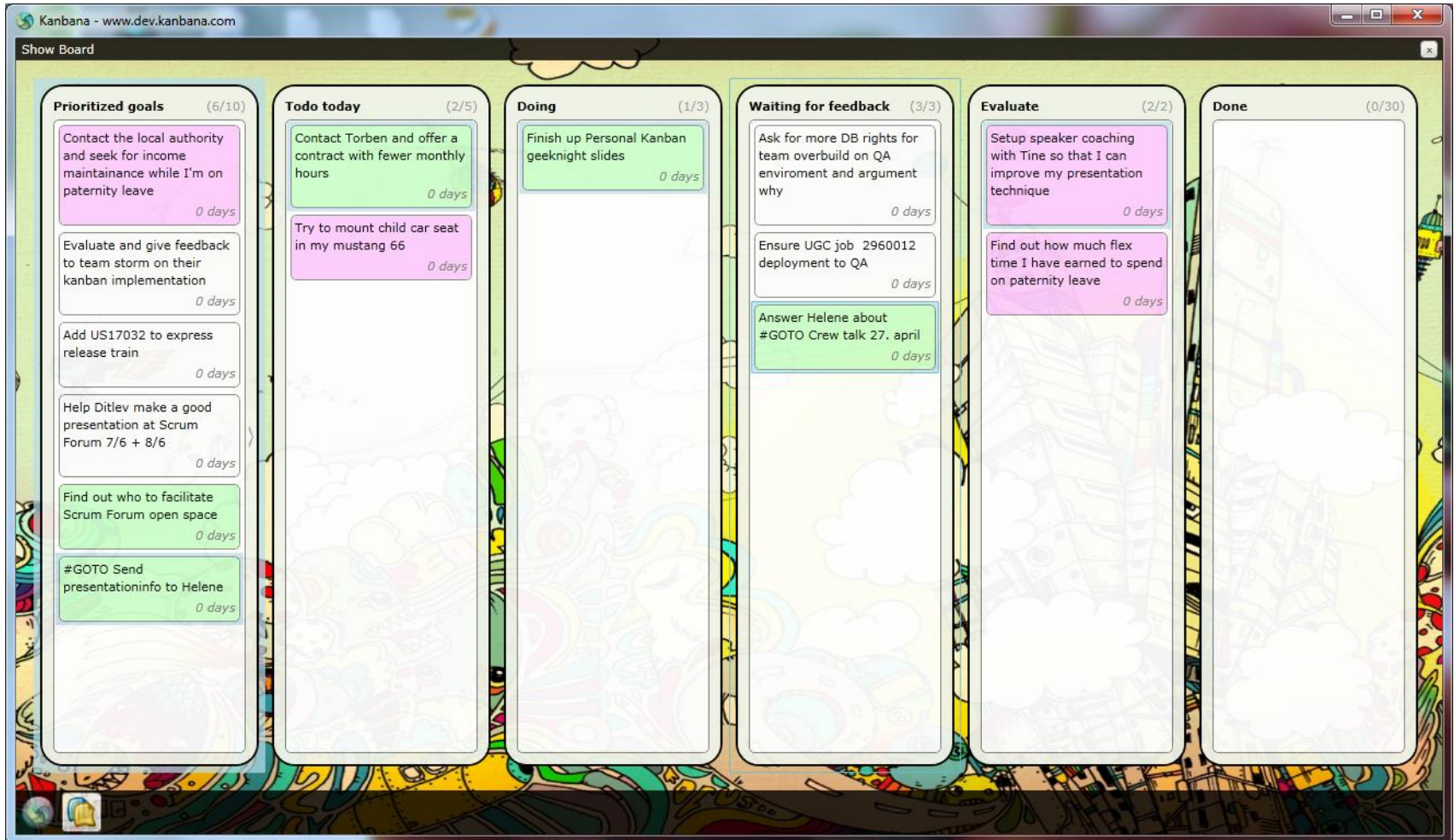
Expect value for all you do

- Evaluate work according to value
- Describe the purpose/value/goal of what you are doing instead of what you are doing
- Ask you self why instead of what

Less is more

- Less effort is needed the more effective you become

- Limiting your own WIP will probably limit others WIP

- Non important work often spawn other non important work

- Sense of urgency

- Sense of timing

Why do we think there is 8 hours of important valuable work 365 days a year that needs to be done?

Learn proactiveness

- Give yourself time to think
- Suggest instead of ask
- Always argument why
- Act instead of wait
- Use your circle of influence
- Solve root problems not symptoms
- Never give up

The beauty of personal kanban

- Simple
- Highly adaptive
- You will become more and more effective and gain more value over time
- Self developing

Can be used widely
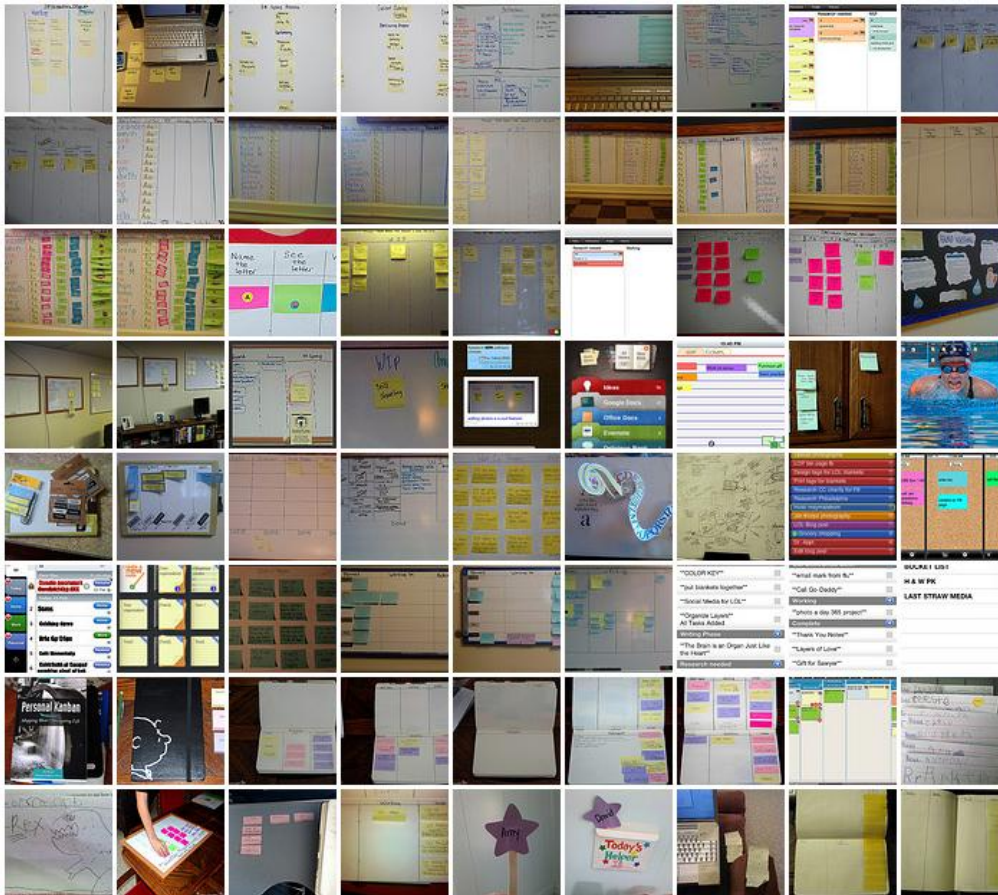
Personal Kanban photos by Patty Beidleman

BECOMING AN AGILE FAMILY
BY Maritza van den Heuvel

Kidzban – Kanban for Your Classroom

First try ABC's Personal Kanban

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PersonalKanban.com
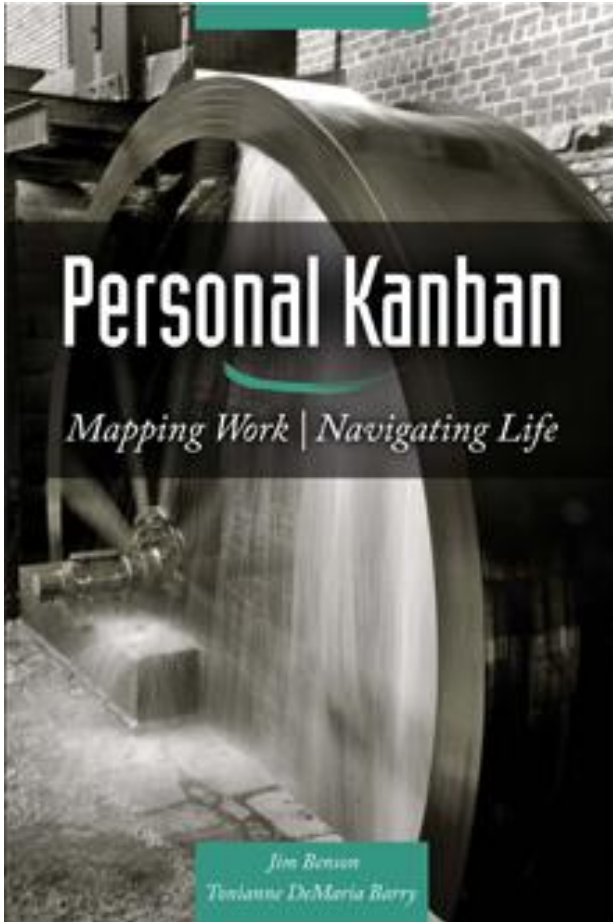
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Will work for oysters, Highland Park 30
http://www.personalkanban.com/pk/personal-kanban-the-book/

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Evaluate value

- Back to the goal of this talk
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Kanbana – improve your workflow

Where to find me?

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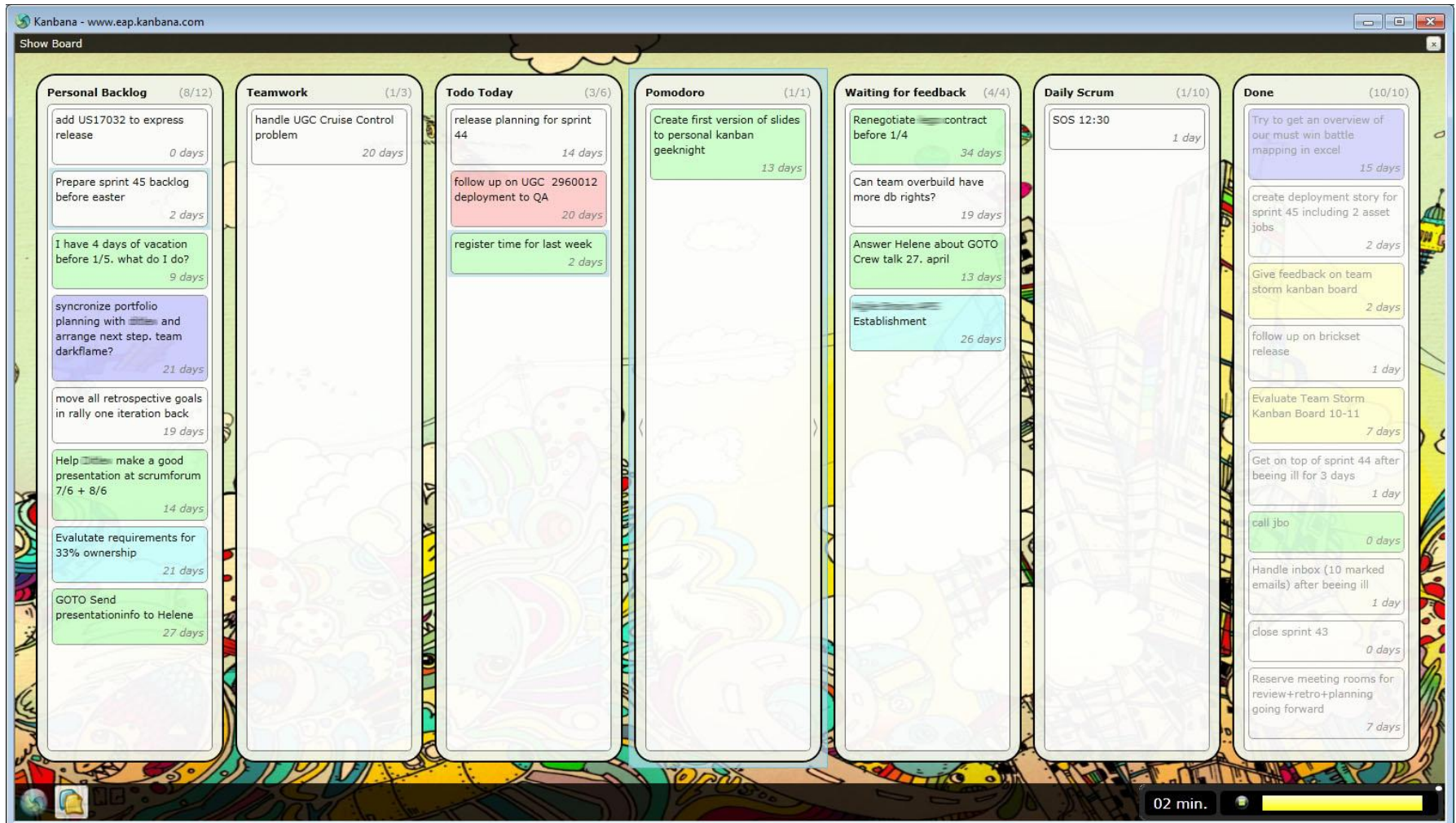http://twitter.com/troelsrichter

http://agilebrains.dk

http://www.blog.troelsrichter.dk/

Extra

Pomodoro Kanban

Visualizing Bottlenecks