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
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 continuously 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 minutes 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 being 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?
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 its own unique context and you can start to make **good informed decisions**
- You now have the knowledge to start leveling out your workflow
Kaizen: Japanese for "continuous 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?
Personal kanban flow

![Kanban Board Image]

- **Prioritized goals**
  - Contact the local authority and seek for income maintenance while I'm on paternity leave
  - Evaluate and give feedback to team storm on their kanban implementation
  - Add US17632 to express release train
  - Help Didiev make a good presentation at Scrum Forum 7/6 + 8/6
  - Find out who to facilitate Scrum Forum open space
  - #GOTO Send presentation info to Helene

- **Todo today**
  - Contact Torben and offer a contract with fewer monthly hours
  - Try to mount child car seat in my mustang 66

- **Doing**
  - Finish up Personal Kanban geeknight slides

- **Waiting for feedback**
  - Ask for more DB rights for team overbuild on QA environment and argument why
  - Ensure UGC job 2160012 deployment to QA
  - Answer Helene about #GOTO Crew talk 27, april

- **Evaluate**
  - Setup speaker coaching with Tine so that I can improve my presentation technique

- **Done**
  - Find out how much flex time I have earned to spend on paternity leave
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 yourself 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 argue 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

**BECOMING AN AGILE FAMILY**
By Maritza van den Heuvel

**Kidzban – Kanban for Your Classroom**

Personal Kanban photos by Patty Beidleman
Jim Benson
@ourfounder .UTC: 47.435413,-122.307977
I have always respected thoughtful action.
http://ourfounder.typepad.com

Tonianne
@Sprezzatura Bethesda/DC via NYC
History | Photography | Architecture & Design | Lean Kanban Systems Thinking | Will work for oysters, Highland Park 30

Evaluate value

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

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Extra
Pomodoro Kanban
## Visualizing Bottlenecks

![Kanban Board Screenshot](image)

### Personal Backlog
- How can I help team storm? (1 day)
- As a SQL Server Guru, I can give feedback on SQA 2015 SQL statements (1 day)
- US7752 As a PO, I would like to know the consequences of leaving us (7 days)
- Easter holiday planning + get back to Michael (36 days)
- The team will document the process so it can be aligned with other Scrum teams both in (5 days)
- Find out how to run a Kanban team inside (26 days)
- Trifork: Try to setup a meeting with Kanban (24 days)
- Renegotiate contract before 1/4 (15 days)

### Teamwork
- impedance: moderation merge problem out of QA (9 days)
- As a SQL Server Guru, I can give feedback on SQA 2015 SQL statements (1 day)
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### Todo Today
- 3. Meeting with regarding Portfolio planning (10:00) (1 day)
- Communicate to that it has high priority to Help him understand (8 days)
- release planning sprint 42 (2 days)

### Pomodoro
- Give feedback on PI role definition to (9 days)

### Waiting for Feedback
- Clean up old analytics use stories and themes (12 days)
- Suggestion to Illomorph on Monday morning meetings (2 days)
- Get back to about product owner training (7 days)
- Arrange Team Dinner (7 days)
- Find out if wants to give a presentation at scrumforum 7/6 + 8/6 (1 day)
- Trifork: find out about personal productivity track on Goto Aarhus (26 days)
- Trifork Setup a personal Kanban go-home meeting before Goto Aarhus (26 days)

### Daily Scrum
- Impediments handle blocked stories (2 days)
- Prepare Scrum Evangelist meeting Tuesday (8 days)
- Find out if has to be rescheduled with (7 days)
- Handle flagged emails (2 days)
- Suggest 2. version of portfolio planning and discuss with monday, look at FEATURE: (5 days)
- Scrum Evangelist Meeting Tuesday 12:00 (1 day)

### Done
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- Suggest 2. version of portfolio planning and discuss with monday, look at FEATURE: (5 days)
- Scrum Forum feedback (1 day)