



- Think And Write
  - What do you hope to get from this session?

What's wrong with this?

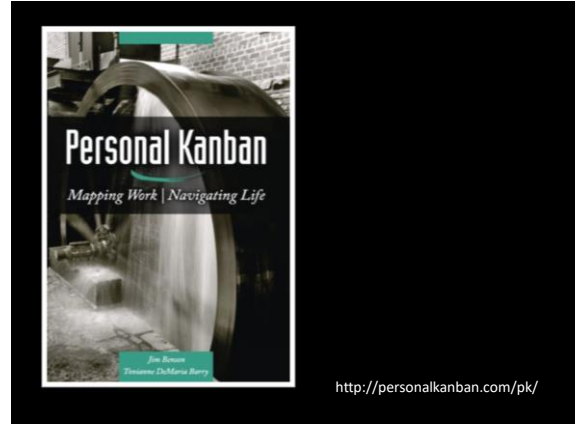
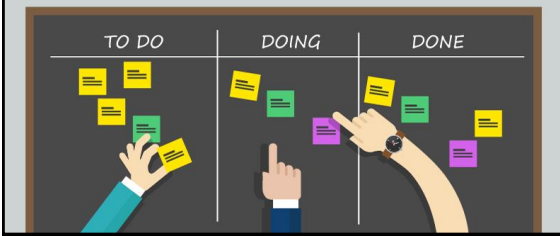
Compile O.C. CAL homework  
 Upload Nashville CAL to SA  
 Send Welcome email for Atlanta CAL  
 Compile Atlanta CAL homework  
 Nashville CSM + CSPO class closing  
 Update Profitability Report  
 2017 Orlando Classes to TBCG + SA  
 Dates for 2017 Chicago classes  
 Send DL TBR Invoice  
 Print O.C. CAL documents

+	-
What works well with your current organizing technique?	What doesn't work so well with your current organizing technique?

- Where is your To-Do list?
- Does it contain work & personal "to dos"?
- Does it change often?
- How flexible is it ?
  - Can you prioritize easily and change priority throughout the day?

## Kanban

**Kanban** is a method for managing the creation of products with an emphasis on continual delivery while not overburdening the team. Like Scrum, **Kanban** is a process designed to help teams work together more effectively.



<http://personalkanban.com/pk/>

## Personal Kanban



Limit your work in progress



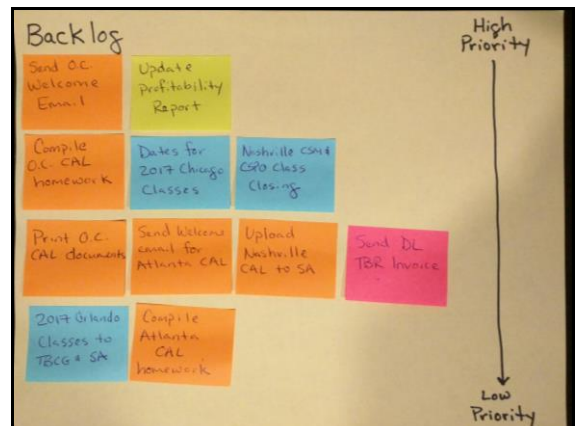
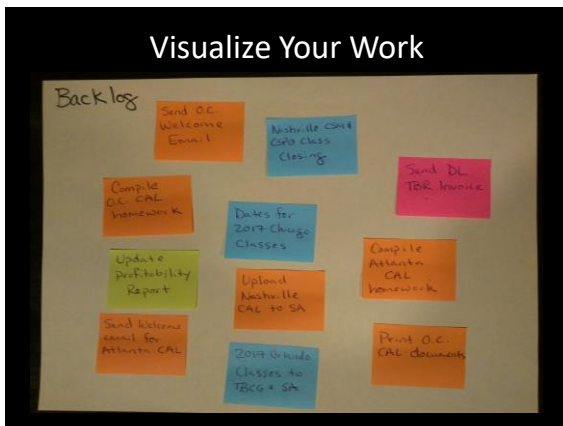
Visualize your work

<http://www.personalkanban.com>



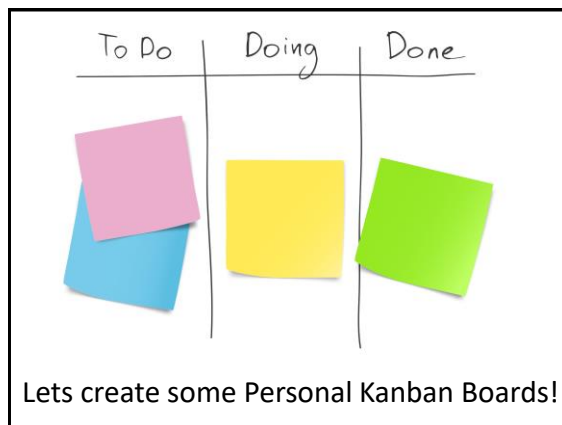
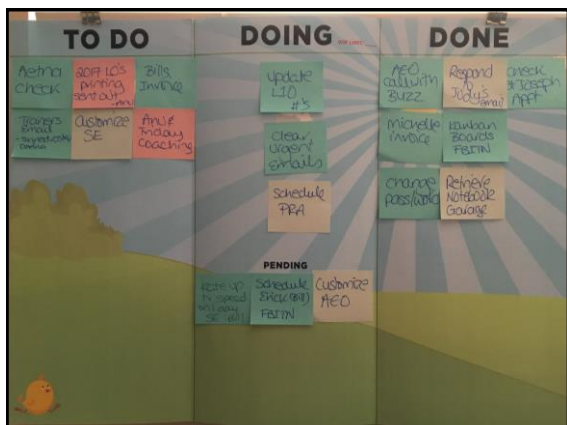
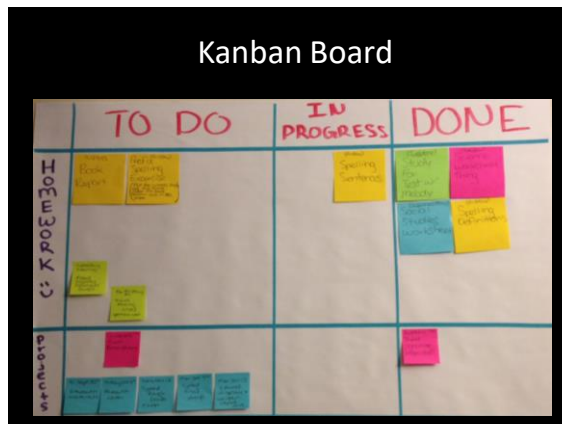
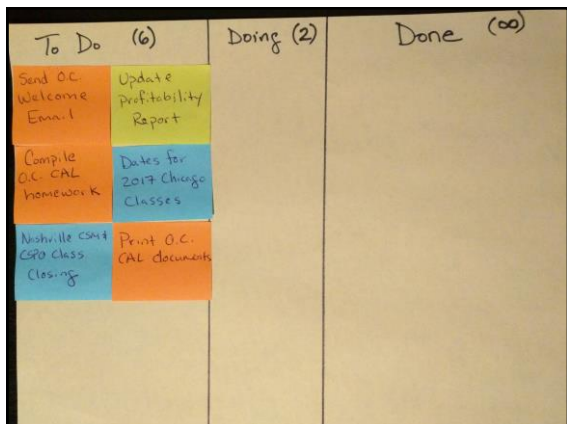
Multitasking

## Visualize Your Work

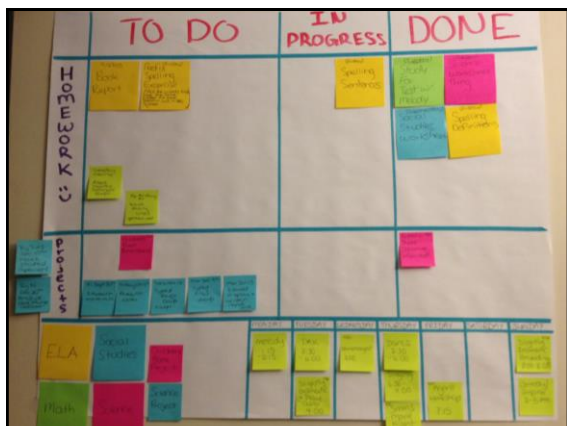


High Priority

Low Priority



Lets create some Personal Kanban Boards!



Thanksgiving At The Smalley House

