Kanban Board

Kanban is a Japanese word meaning 'visual board'. A kanban board helps visualise your to do list and workflow for individual and team projects. You can create a simple 3-column kanban board with a piece of A3 or A2 paper and some post-it notes. Put your to do items in order of priority. Try to limit the number of items in the 'doing' column at any one time. Celebrate once you have everything in the done column!

TO DO	DOING	DONE