



MANAGER OF ONE | KANBAN KICKSTART

# QUICK START GUIDE

AND COMPANION CHECKLIST



# A NOTE FROM YOUR INSTRUCTOR

HELLO, NEW STUDENT!

Welcome! This checklist and companion guide are designed to get you up and running with the Personal Kanban system, quickly.

Use it to remind yourself of the steps you need to take to find focus, gain clarity around what to work on next, and of course –

**Get your task-management board up and running, fast (without any unnecessary stress or procrastination.)**

You don't need a lot to get started, but if you'd like to go shopping for supplies, here's what you need:

- **Post-it notes.** The brand name have the best stick.
- **A whiteboard or pinboard.** I use a 60x90cm whiteboard.
- **Quality texta.** I prefer fine point Sharpie's.

We cover the system and the steps for implementation more in-depth inside the course, so don't forget to check out the lessons.

They offer eye-opening insight into how you can **beat procrastination, stay focused, and start finishing more significant things.**

Ready to get started? Inside this guide you'll find

- A companion checklist for getting started
- A visual of the Kanban board explained
- A glossary of terms for ease of reference
- Instructions for performing a Focus Finder
- Instructions for performing a weekly Retrospective

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# CHECKLIST

HOW TO GET STARTED QUICKLY WITH PERSONAL KANBAN!

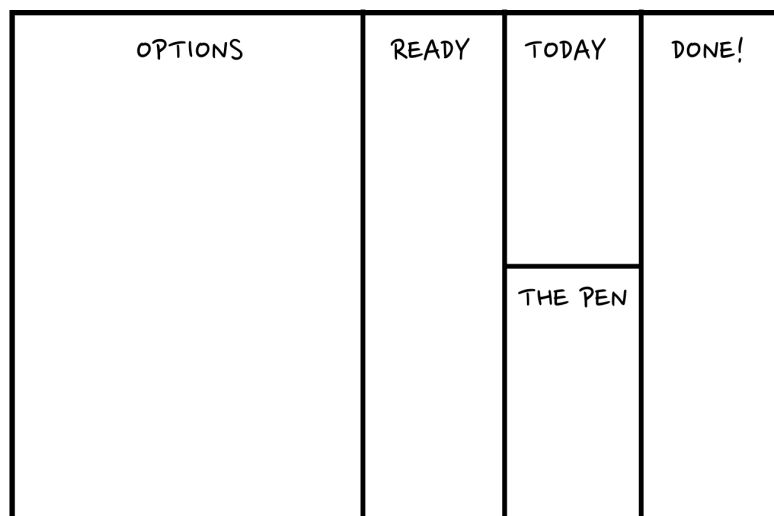
**INSTRUCTIONS:** Follow the below steps to get your board up and running quickly. I have provided a glossary and companion guide for your reference after this checklist. If you have any questions at all, feel free to email me.

- Step 1.** Get your supplies!
- Step 2.** Perform a 50-minute focus finder
- Step 3.** Set up your whiteboard wall or board
- Step 4.** Set a timer for 10 minutes and populate the **OPTIONS** column (**1 task = 1 ticket**)
- Step 5.** Move no more than 6 tickets into the **READY** column
- Step 6.** Move your most important task/ticket to the **TODAY** column
- Step 7.** When it's finished, move it into the **DONE** column
- Step 8.** Pull the next ticket from the Ready column into **TODAY**. Then Repeat.
- Step 9.** Set a time each week to do your **Retrospective** and reset your board
- Step 10.** Optional - Send me a pic of your Kanban board! And tell me what you thought about the process: [claire@peopleloveprojects.com](mailto:claire@peopleloveprojects.com)

# KANBAN BOARD

EXPLAINED

## WHAT IT LOOKS LIKE



**Personal Kanban** boards are divided into five sections that look like the above image. Here's what each section represents and how it factors into the system:

- **OPTIONS:** Your **ongoing tasks** sit here. It's your tactile to-do list.
- **READY:** Your **must-dos for the week** go here.
- **TODAY:** Your **one priority task for the day** goes here.
- **THE PEN:** A holding bay for **unfinished tasks** or works in progress.
- **DONE:** Your **completed jobs** for the week sit here. Ready for review.

A glossary has been provided in this guide so you can become more familiar with these terms and what each column can be used for.



# GLOSSARY

## A LIST OF THE KEY TERMS FOR PERSONAL KANBAN

**Options:** The first and largest column on your Kanban board. This is where your ongoing tasks sit. It's your tactile to-do list. At the beginning of your workweek, you can brain dump all the tasks inside your head, write out your tickets, and then take a good hard look at your options.

*NOTE: Each week you'll move your priorities to the READY column. So you won't need to look at anything in this OPTIONS column again until you've finished your priorities for the week.*

**Ready:** The second column on your Kanban board. This is where your must-dos for the week go. These are the tasks that you're intentionally committing to. You have capacity for them. You want to get them done. And more importantly, you know they can be completed this week. They will be a mix of important and urgent and are your focus for the next few days.

*NOTE: You must know what DONE looks like for each ticket you move here, 1 ticket = 1 task. So be sure to break tasks down – into smaller jobs to be done – if necessary.*

**Today:** The split column on your Kanban board. This is where the “one thing” you need to get done for the day goes. It's your focus, your frog, your thing to finish. Nothing else on your board gets done until this task is complete.

*Note: If you've chunked your task down enough, moving through your tickets should be a smooth process, and you'll let that procrastination you've felt in the past, pass you by.*

**Done:** The last column on your Kanban board. This is where all your completed jobs for the day/week sit. You'll review this section for your retrospectives. So you can reflect on your progress, use that progress to inform your next moves, and decide what to pull into your ready column for the following week.

*NOTE: It's a wonderful feeling to pull a task into the "done" column and seeing what you've accomplished, and giving yourself credit for it – increases your motivation (through momentum) to do it all over again.*

**The Pen:** The other split column on your Kanban board. This is a holding bay for unfinished tasks or works in progress. For the most part, you should aim for this area to be empty. If you work on breaking your tasks down into manageable, doable chunks, work gets finished, rather than put on hold.

*NOTE: Of course, there are tasks that will take longer than you think, or you may find you need to hit pause for another piece to be finished, or you're waiting on something/someone else. But our goal is to limit WIP as much as possible, so you focus on shipping (not storing) your unfinished tasks.*

**Retrospective:** A time for deliberate reflection and to reset your board. They allow us to pause and consider what went well, what didn't go as expected, and what could be improved going forward.

*NOTE: They can take place at whatever intervals you're comfortable with, and for whatever duration you choose. Keeping in mind the more frequent, the fresher things are in your mind. When you keep them on a consistent schedule, they allow for small low-cost / high-return course corrections*

**Ticket:** Individual tasks that have been written up onto a post-it and ready to be moved around your board.

**Focus Finder:** A 50-minute exercise to get all your jobs-to-be done out of your head and onto paper, so you can free-up your mental space and get a clear look at everything you want/have to do

# 50-MIN FOCUS FINDER

THE FIVE STEPS TO REDUCING MENTAL OVERLOAD AND FINDING FOCUS, FAST

1. Grab a pen and piece of paper
2. Create a distraction free zone (you need 50-min)
3. Set a timer for 50-min
4. Write down any and every task that comes to mind
5. Use the full 50-min to review, dissect and add to your list
6. When you're done, transfer your tasks - to tickets

## Here's how it works:

You set a timer for 50 minutes and you do a brain dump of everything you've got on.

When I say everything, I mean everything. It's personal, family, health, business, library books you've got to return, whatever it is.

## The key thing is, that you have to do it for 50 minutes.

You'll find you go through an emotional roller coaster as you go through these 50 minutes and it's always the same.

For the first 10-15 minutes you'll be writing like a crazy person, getting stuff out of your brain. Then you'll notice you'll go through this lull period where you think you've got everything out and you'll start reading back through the list. You might get a couple of little prompts.

Then suddenly, about 30 to 35 minutes, maybe 40 minutes, this second wave of stuff hits you and you'll be writing flat out and you won't know where the 50 minutes have gone.

And I can guarantee, you'll feel so much better after you've got it all down on paper.



# WEEKLY RETROSPECTIVE

REFLECT, COURSE CORRECT, AND RESET

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**Retrospectives don't need to be complicated, they just need to be deliberate and routine. A weekly review helps you refresh and stay focused.**

☑ By using simple practices and rituals you can guarantee more wins, refine your approach to your work, and create an environment fit for flourishing.

**INSTRUCTIONS:** At the beginning (or end) of your week – take 20-minutes for some deliberate reflection to gain clarity, focus, and calm. And give yourself the opportunity to course-correct if necessary.

**Step 1:** Review your Kanban Board and take stock of what you accomplished last week. Spend a moment to savor the wins and what you got done.

**Step 2:** Ask yourself some questions about the work that you did (or didn't do).

Here are some prompts to consider:

- *What went well?*
- *What did I put off?*
- *What did I let interrupt my intentions?*
- *What distractions did I give into?*
- *Which tasks made me feel good about myself?*
- *What tasks felt bad?*

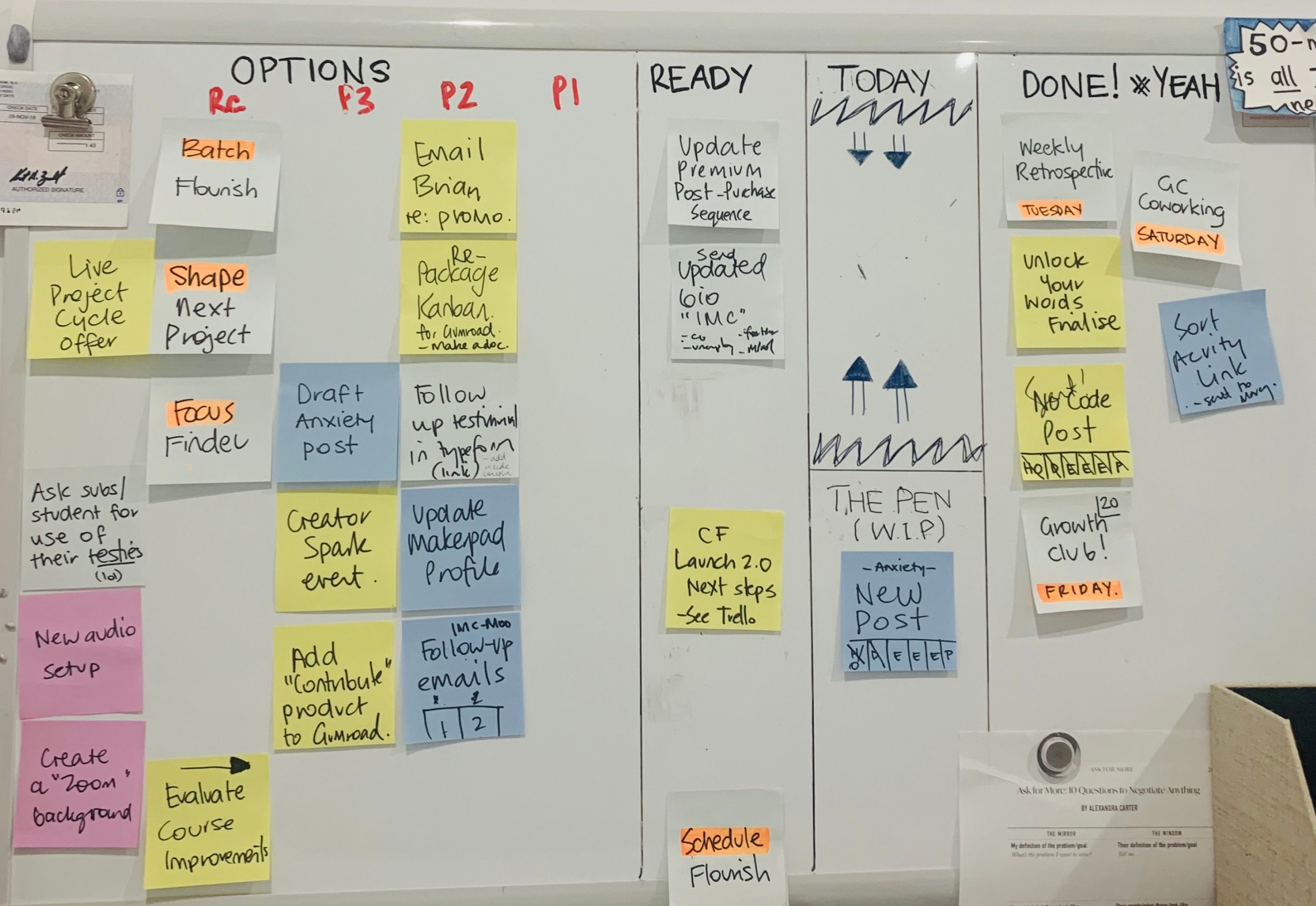
You can also consider these as you reflect:

- *How many tickets did I get done?*
- *Were the right tasks completed at the right time?*
- *What tasks were difficult to complete?*
- *What bigger picture goal did each task contribute to?*

**Step 3:** Now, collect your thoughts and review your OPTIONS for this week. It's time to reset your Kanban board. Here are some things to remember:

- Move no more than 6 tickets into your READY column.
- Make sure the tasks you choose can be completed this week.
- Ensure you know what DONE looks like for each ticket.
- Use time limits on your tickets if they often inspire procrastination.





## MY KANBAN BOARD!

### WHAT IT LOOKS LIKE IN ACTION

If you want to simplify your projects, focus your work, and skyrocket your effectiveness as a solo operator – I suggest you give Personal Kanban a try.

Not only will it make you more efficient in your business, but it will also have a surprising effect on your optimism, confidence and overall zest for the work that you do.

*“I’ve been using Kanban for 5+ years now and it has been an absolute game-changer for my personal productivity.”*

HAVE QUESTIONS?

Email: [claire@peopleloveprojects.com](mailto:claire@peopleloveprojects.com)



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SYSTEMS  
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GET MORE OF  
THE RIGHT  
THINGS DONE.**

CLAIRE EMERSON

MANAGER OF ONE | KANBAN KICKSTART