

The KANBAN method of task management

KANBAN is a process management method for flexible and agile projects. It focuses on **tracking the status of a task over time**, which is why we're including this method in our materials on the topic of time management.

Originally, the term *kanban* comes from Japanese: *かんばん* (看板). It can be translated as "placard" or "sign." The kanban method is sometimes also referred to as the just-in-time or **pull system**.

The advantages of this method are its simplicity and flexibility. And it's also very easy to apply the kanban principle to personal time management.

How to do it:

- Find a **blank surface** in your work environment – maybe a whiteboard, a pinboard, a wall, or simply a large piece of paper. You also need some post-it notes, ideally in different colors, to color-code your different types of tasks (e.g. blue for university, yellow for work, etc.). Of course, there are also software tools available to help you set up a kanban board, e.g. [Asana](#), [Trello](#), or [Meistertask](#).
- Divide the surface into the following **3 columns**:
 1st kanban column – "To do"
 2nd kanban column – "Doing"
 3rd kanban column – "Done"
- Now **write down every task you need to get done on a post-it note** and place it in the appropriate column of your kanban board.

To do	Doing	Done
Task 1	Task 4	Task 6
Task 2	Task 9	Task 7
Task 3		
Task 5		
Task 8		
Task 10		

- Kanban boards can be extended in many different ways. Online, you can find inspiration for your own kanban board, e.g. at <https://projekte-leicht->

gemacht.de/blog/pm-in-der-praxis/beispiele-personal-kanban-boards/ (page in German)

Please note that many of the board designs you'll come across online are intended for managing organizations.

Practical tips:

- We recommend that you set aside about half an hour each day to go over the tasks on your board carefully and check if they are (still) placed in the right column. It is crucial that you can clearly see the status of your tasks at a glance on your board.
- For efficient process management, it helps to add icons, pictures, newspaper clippings, headlines, etc. to the items on your agenda. This provides an even better visual overview of where you stand and helps you to memorize your tasks better.