**Kanban Method:**

**Checklist for setting up your Kanban system:**

1. Decide on the type of your Kanban board. Decide whether your board will be online or physical and set up your board. For example: online applications, a whiteboard, a large piece of paper, a large corkboard with sticky notes?

2. Write down everything you need to do. On a piece of paper, brainstorm everything you’re going to have to get done in the foreseeable future. Don’t try to fit it all on your Kanban board. You want a system for capturing all the important things you need to get done.

3. Decide how many items you’ll have on your Kanban board at a time. With school, a social life and maybe your job, you only have so much time to devote to school work. Writing down everything you could do at school is too overwhelming. Focus on a few things at a time and you’ll find it easier to get motivated. For now, decide how many items you’re willing to have on your board at a time. If you start to go over that number, you’ll know it’s time to finish a few things so you can get them off the board.

4. Decide on your Kanban board headings. Decide how many columns you want and what each column will be called. The simplest Kanban board will have three columns: things to do, things I’m working on and things I’ve completed.

5. Decide what items go where on your Kanban board. Look at your long list of everything you need to do. What items need your time this week? Those things probably should go on your board now, so go ahead. Add deadlines if any of your tasks have deadlines or due dates.

6. Get started on moving items from right to left. As soon as you’ve got your board set up, your goal should be to move things from left to right (all the way to “Done!”). It’s time to look at your “What I’m working on now” column and dive in!

**A Few Strategies to Make Your Kanban System Even More Effective:**

1. Be sure to include study time and review time in your Kanban system — not just projects due.

2. Keep the number of items on your Kanban manageable. If you have too many, you can’t visualize what you need to do, and the system isn’t as effective.

3. Use color and images. Kanban is meant to be visual. You can use different colors for your different college classes (for example, blue for business and green for your tech classes) or you can use different colors for different types of work (for example, yellow for writing projects and pink for group projects). Choose what works for you!

4. Use your system to find out procrastination problems and other issues. If you’re using the Kanban system but you are still not getting things done or are still forgetting things, it’s time to take a closer look at what’s going on. Do you have too many items on your board? Are you just trying to do too much? Are you just putting things off, even when you know what you have to do? Kanban lets you figure out what is wrong so you can fix any problems.

**Kanban Support Apps:**

- Asana

- Trello

- Basecamp