



## NAME OF THE ACTIVITY: PERSONAL KANBAN

### Activity nr: 3 / Project-Based Learning

Content	Skills	Competencies
Project-Based Learning	Identifying specific, creating a kanban board	Teamwork, Cooperative Learning, Organization, Decision Making, Planning, Problem Solving

### Activity Overview

PERSONAL KANBAN	
General Description	<p>Personal Kanban is a tool for organizing your work to be more efficient and productive. It is based on agile methods and principles.</p> <p>Personal Kanban can be used by individuals or teams to make their work visible and transparent to customers and colleagues. This allows better group conversations about what is important and why. Another advantage is that kanban boards show what people are working on, so it can help teams gain a better understanding of their capacity, which can in turn help teams justify new hires when they are needed.</p>
Materials	<p>Flipchart Markers Post-its</p>
Duration	15-30 minutes
Feasibility	<p>The activity is feasible for group implementation. The final product (kanban table) can be used both by the group and every learner individually. The activity is also feasible for online learning.</p>



## Activity

1. Divide a whiteboard or sheet of paper into four columns: Backlog, Ready, Doing, and Done.
2. Using sticky notes, fill the “Backlog” column with all the work that needs to get done.
3. Move the highest priority tasks to the “Ready” column. Then rank the tasks in the “Ready” column, from highest to lowest priority.
4. Take the top one to three tasks from the “Ready” column and move them to the “Doing” column. These are the things that you will work on right away.
5. As you finish each task, move it to the “Done” column.

## Tips/suggestions for the activity

If you want to do this activity online, you will need a third-party tool to illustrate and/or generate the kanban board.

If your goal is illustrative, you can use PowerPoint or any other software that would allow you to create a board and go through the activity by filling it in. Whatever online tool you choose to use, make sure that the participants are enabled to interact with the virtual materials.

If your goal is to create a kanban board that the learners can use afterwards, you should consider apps like “Trello”, “Notion”, or “Click Up”. In that case, you’ll have to plan time for teaching the students how to create their accounts and use the platform.

To learn more about personal kanban, check out the following link: [Personal Kanban](#)