

Personal Kanban Audit

Use the questions below to reflect on the health of your personal kanban. If you answer no to any question, consider why and plan an adjustment.

Kanban Principles

- Can I see all of my work in one place?
- Can I easily decide what to work on next?
- Is my system limiting work in process?

Making it Work

- Do I have the right columns? *Do the columns make it clear where to choose tasks from? Is my board showing me what it needs to show me?*
- Do I have the right information on my cards? *Does the information help me make decisions or understand my work? Can I still add a card quickly and easily?*
- Am I working at the right level? *Do my cards start with verbs? Are they discrete enough tasks that I know how to work on them? Have I found my sweet spot between clarity and effort?*
- Does my board reflect reality? *Am I actively working on the things in my doing column? Does my board reflect new tasks that come my way?*

Making it Last

- Does my board connect to something bigger than my daily tasks? *Does it help me see how I'm progressing towards my goals and/or my team's goals?*
- Do I have a well-designed planning practice? *Does it help me see what I need to do next? Am I faithfully using it?*
- Do I have a well-designed reflection practice? *Does it help me learn? Does it help me monitor the health of my system? Am I faithfully using it?*
- Am I using what we know about habits? *Have I identified my trigger and the behavior I want to see? Am I keeping my motivation in mind?*