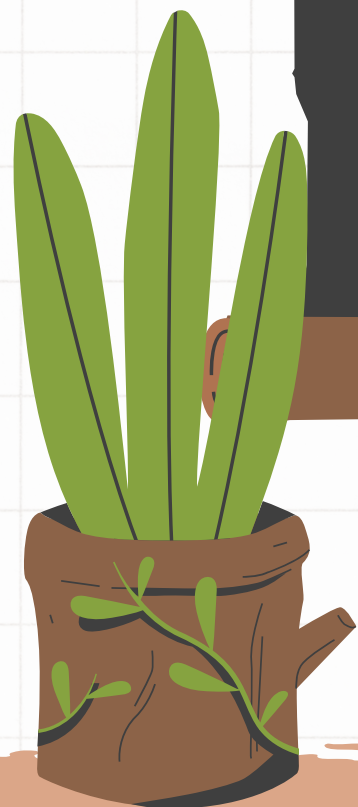

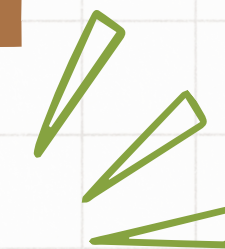
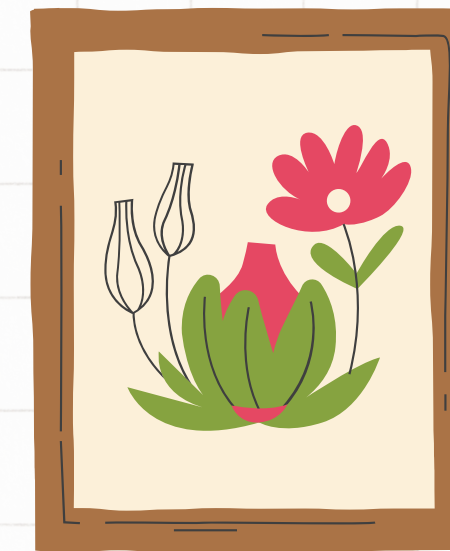
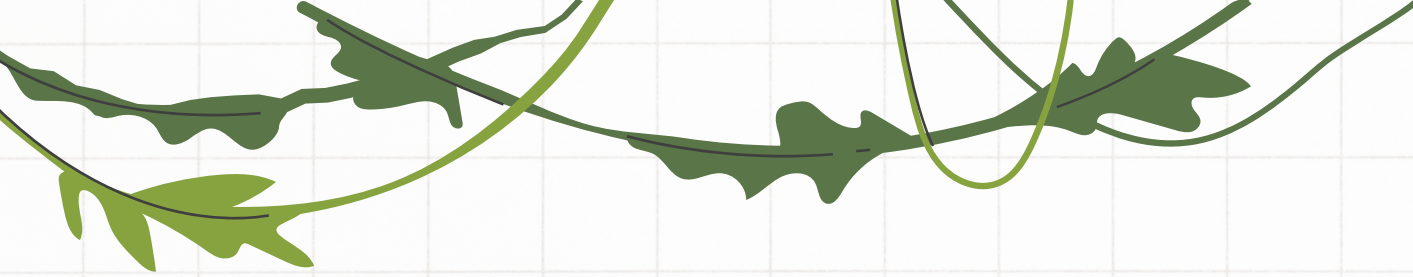




Christina Holland

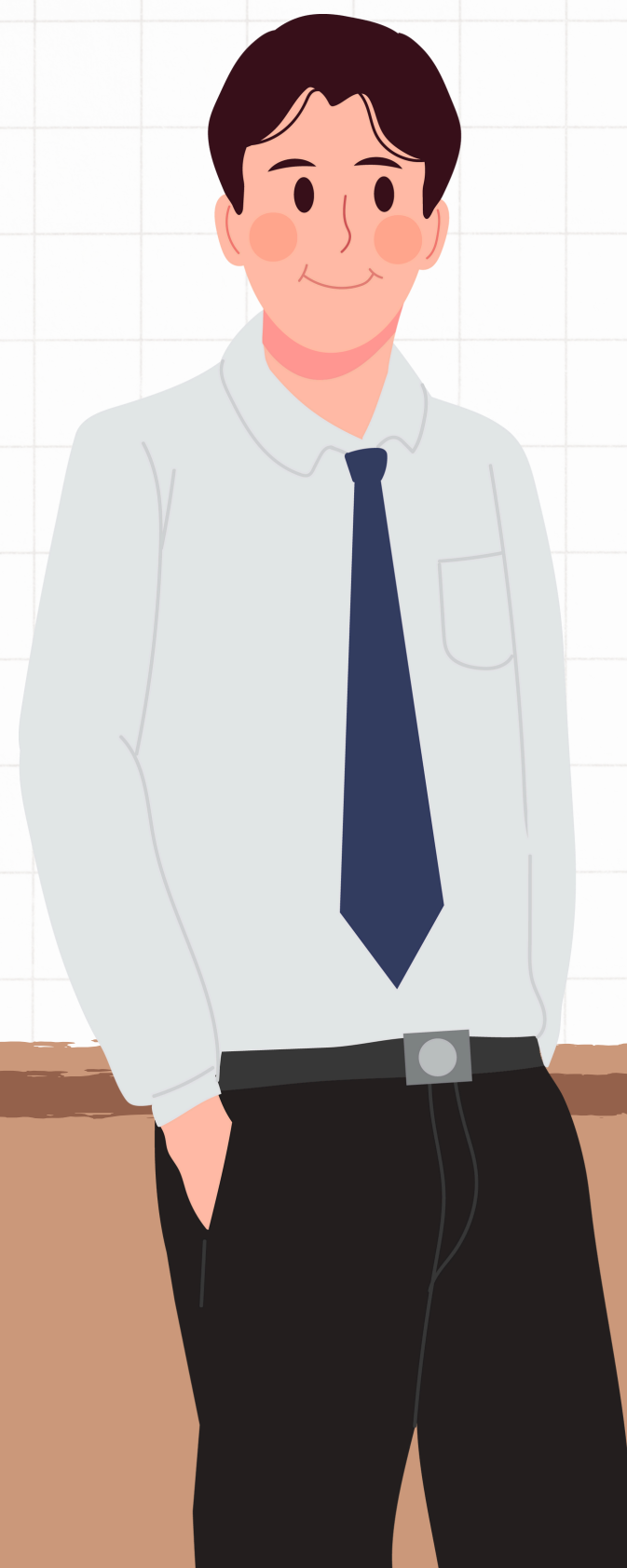
Organizing with Kanban Boards





Parent Mentors juggle many responsibilities

Staying organized ensures we meet deadlines, reduce stress, and provide better support for the families we serve.





Difficulty tracking progress
on multiple projects

Shifting priorities

Challenges we may face...



Unexpected changes or
interruptions

Information Overload


Tasks or information spread
across emails, notebooks, sticky
notes, verbal reminders



A man with dark hair and glasses, wearing a light blue short-sleeved button-down shirt and dark pants, is pointing with both hands towards a chalkboard. He has a friendly expression. The background is a light gray grid pattern with decorative elements: a green vine with leaves at the top left, a round clock with a blue frame and white face showing approximately 1:50, a green cactus in a tan pot at the bottom left, and some green scribbles at the bottom right. The chalkboard has a wooden frame and a dark surface with white text.

What is a kanban?

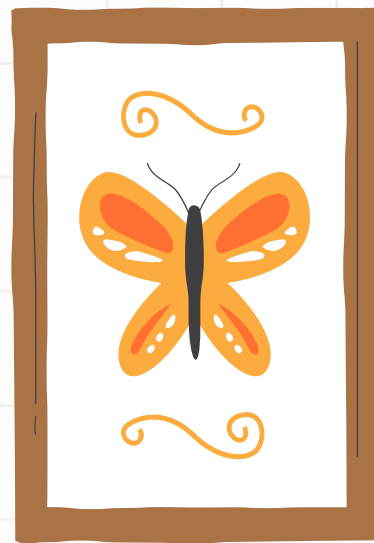
A Kanban board helps organize by visually displaying tasks in different stages of a workflow, allowing for easy identification of bottlenecks, prioritization of work, and limiting the amount of work in progress (WIP), which ultimately promotes focus and efficiency in project management.

A brown cardboard box sits on the bottom right of the chalkboard. It is filled with several sheets of paper, some of which have vertical lines, suggesting a checklist or a list of tasks.

It helps with the....

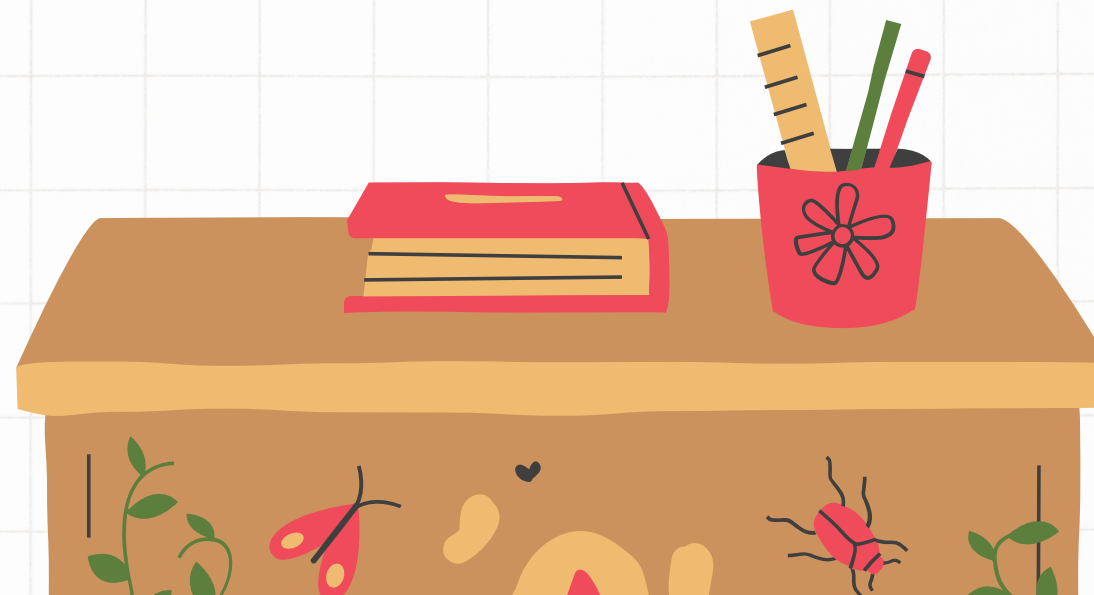
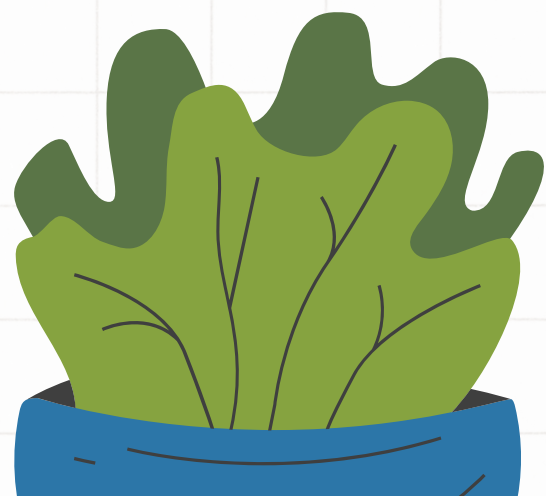
Flow

of work.



How it works

Tasks are written on cards and moved across columns as progress is made.

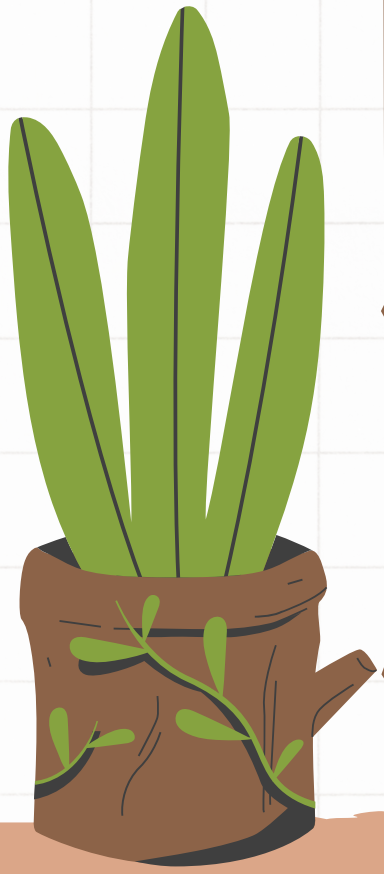
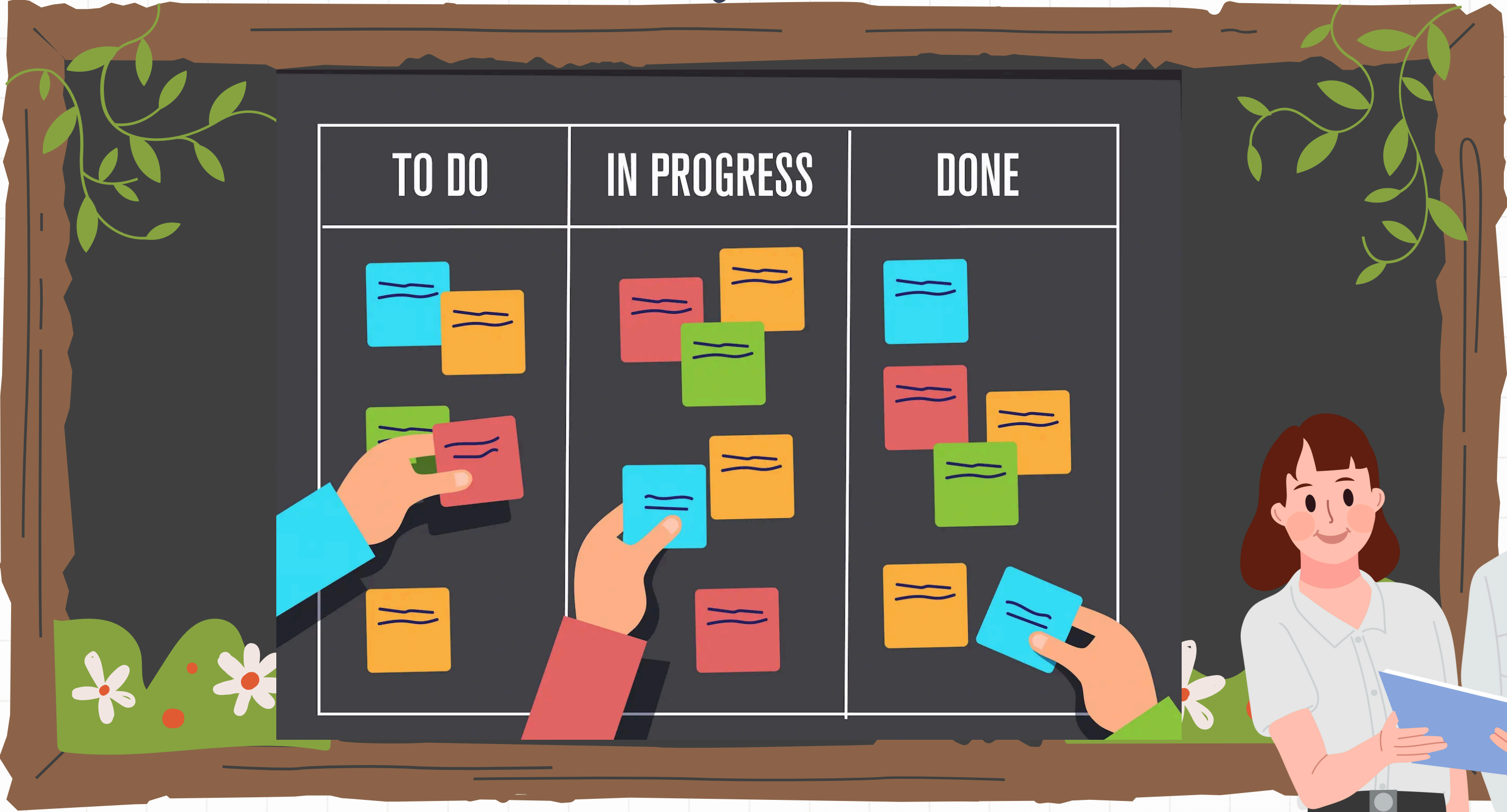


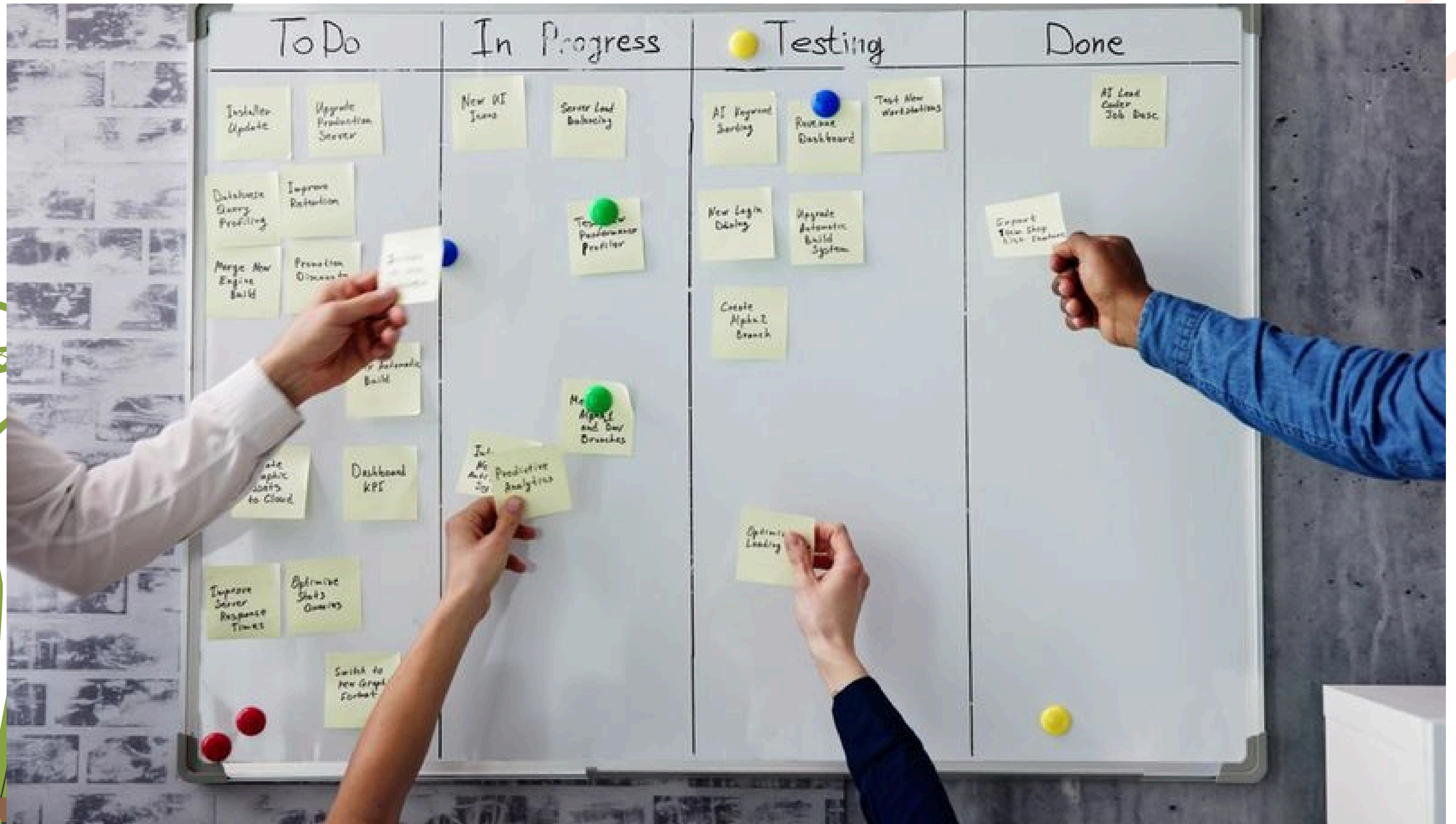


Sample Kanban boards



Simple





Complex



My version

Backlog:

Everything that is on my back burner that I do not want to forget

On Hold:

Tasks that are waiting on something or someone

Up Next:

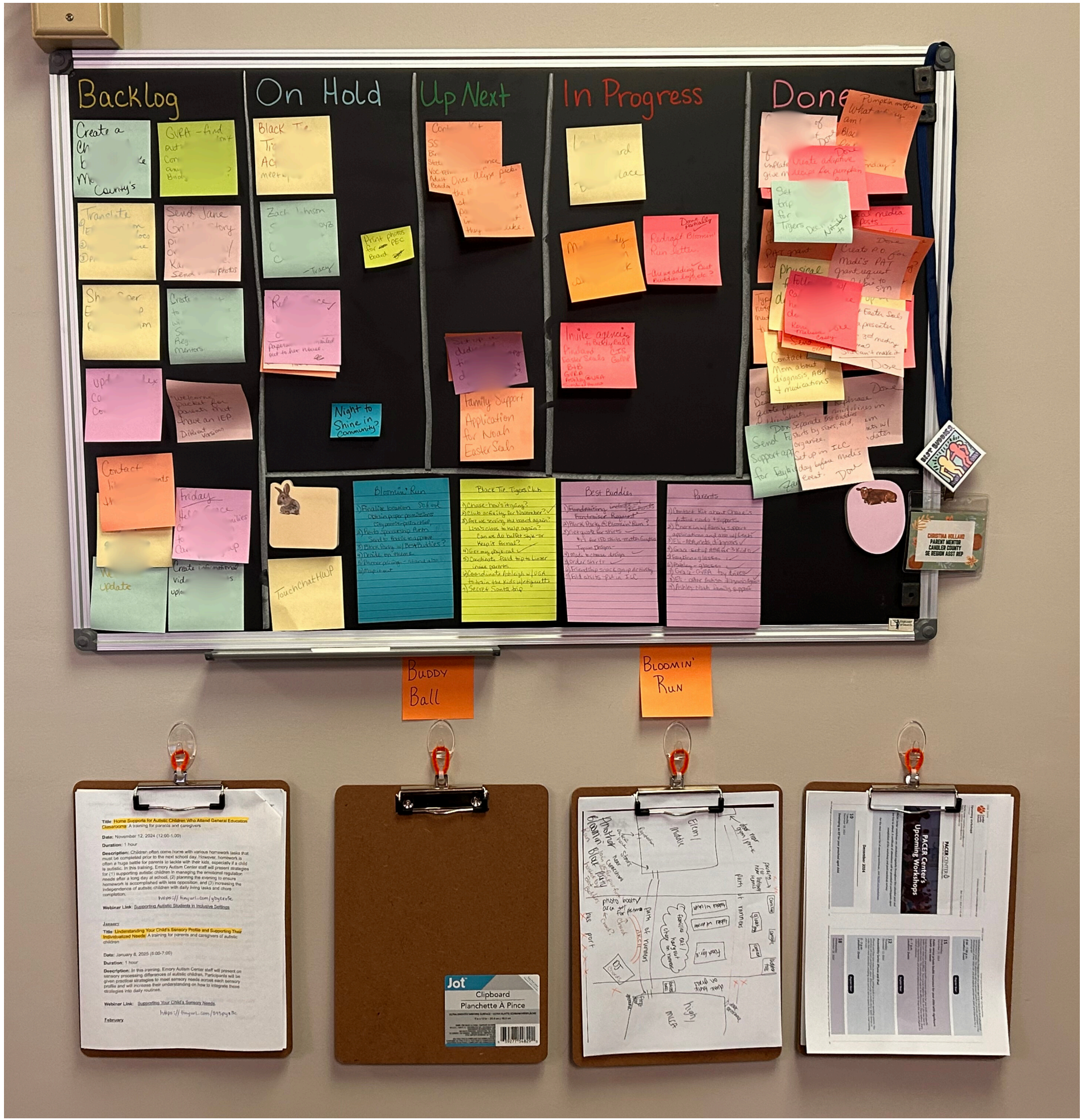
Things that I know I need to do soon, but can't get to it right now

In Progress:

Things I currently have in the "Fire" actively.

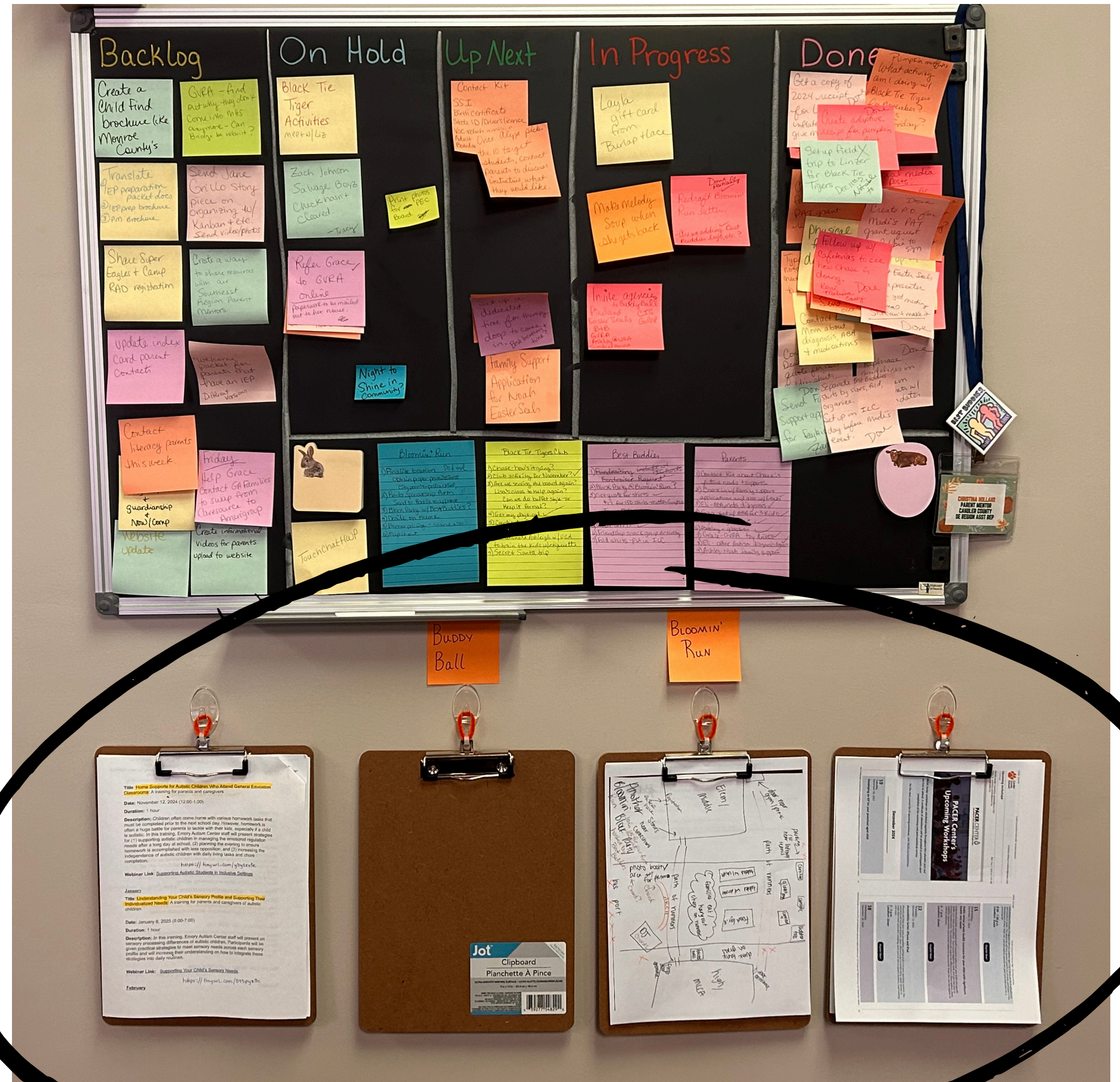
DONE:

I code the notes in Red DONE as I complete them. I save these for future reference



My Clipboards

- Lists of training opportunities for families & staff – Easy to find when I need it
- An empty clipboard for current paperwork needs so that it won't get lost on my desk!!
- Event clipboard for the Bloomin' Run – I add things as it comes up. The staff can easily access/add to the information too
- A second event clipboard for our other events such as Buddy Ball, Best Buddies, and Black Tie Tigers, etc.



Benefits

Visualization:

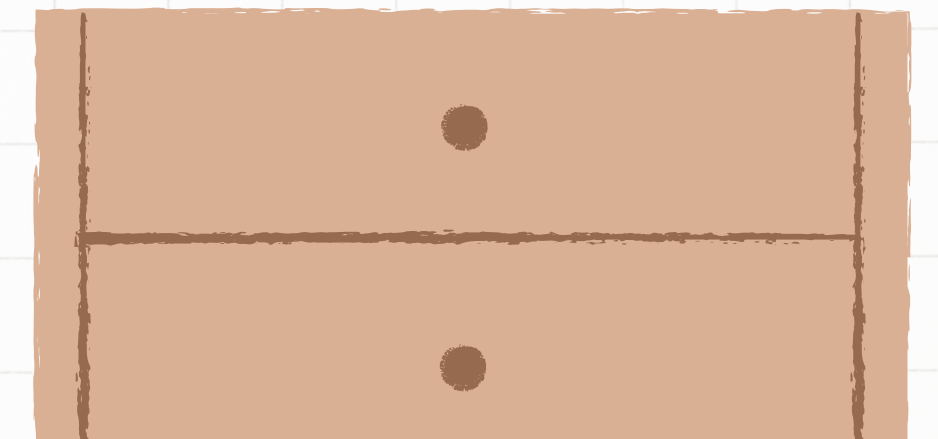
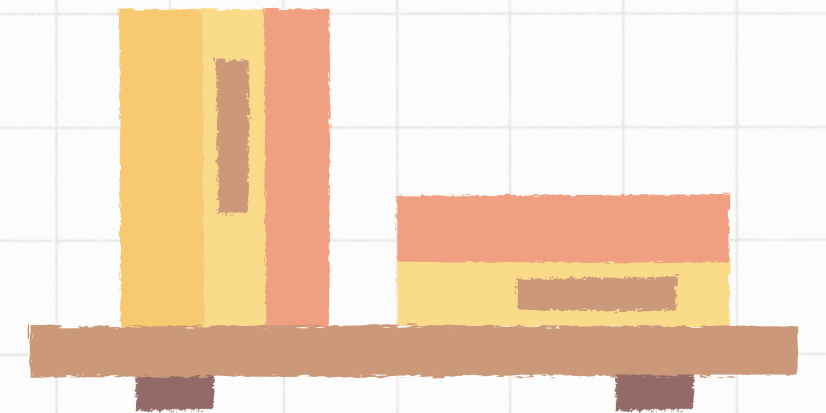
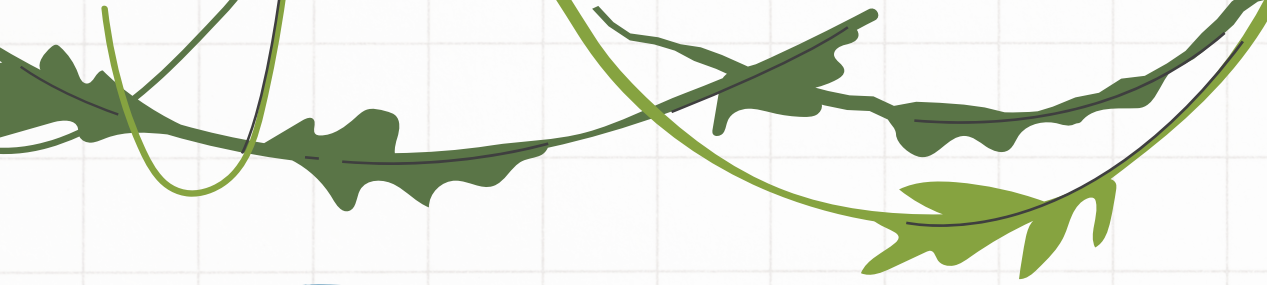
You can see everything you need to do at a glance.

Prioritization:

Helps focus on what matters most.

Efficiency:


Prevents tasks from being forgotten or stalled.





Additional helpful tips from Christina...

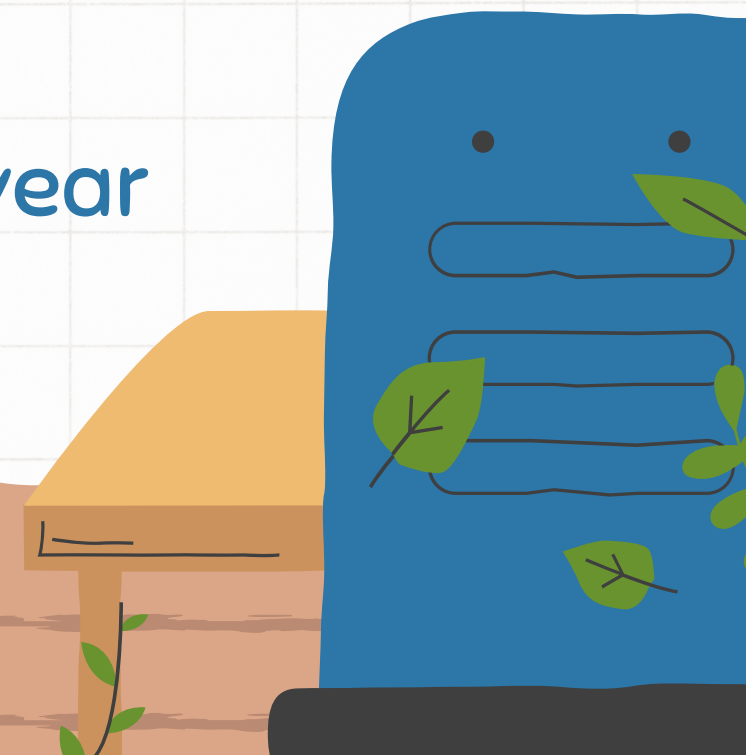


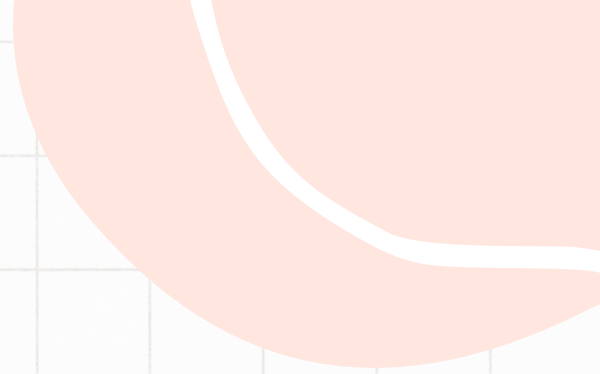
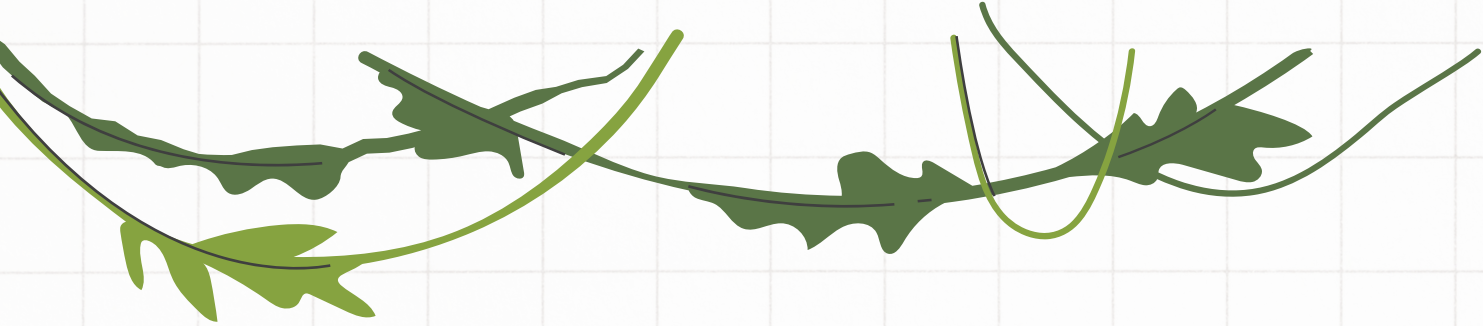
- 
- Hanging clipboards underneath your Kanban board helps keep key paperwork at the ready, instead of piling up on your desk!
 - Color code your sticky notes according to different tasks. I incorporate different size stickies. For larger tasks, I use large lined sticky notes.
 - Don't have a board? No problem! You can easily use stickies on the wall.
 - They make erasable magnet cards to replace stickie if your board is magnetic!
 - If you are a techy person, you can create a Kanban spreadsheet version!



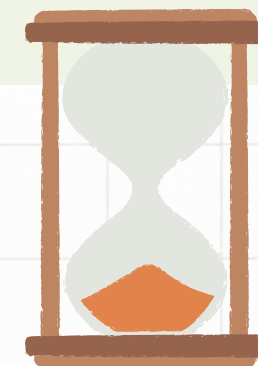
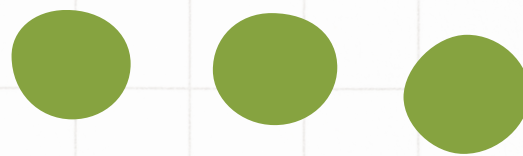
Implementation Tips

- Small, narrow sticky notes do not stick very well....
- Dedicate a time to update your board daily or weekly.
- Customize to fit your needs!!
- Save your sticky notes in the same location upon completion for future reference.
 - If you add the notes as you go to a spiral notebook, your year will be laid out for you to glance at in the future!





Hope that helps! 





Thank You

