Digitize Your To-Do List

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Digitize Your To-Do List with KanbanFlow

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Kanban is Japanese for “sign” or “billboard.”

- In the 1940’s, Toyota developed Kanban as a way of improving their manufacturing efficiency.
- Method is an important tool for managing workflow and measuring outcomes – not just for manufacturing!
- Use visual organization to design a process that works for you – the key is to limit “in progress” items.
- Use a physical white board OR www.kanbanflow.com.
- Digital Board wastes less paper, saves space, and is always accessible from any device.
- Simplest Kanban board consists of three columns:
  1. “To-Do”
  2. “In Progress”
  3. “Done”
My Kanban Board

- Drag & Drop in 4 Columns
- Create with 4 Colors
- Responsible (Collaborate)
- Description/Notes
- Dates & Deadlines
- Recurring Tasks
- Subtasks (Check boxes)
- Scroll Back in Time
Time Tracking with the Pomodoro Technique

KanbanFlow has a built in Pomodoro timer that allows you to track the time you are spending on tasks.

- Developed by Francesco Cirillo in the 1980s
- Popular technique encourages full focus on a specific task for 25 minutes at a time
- Rewarding yourself in between each stretch of 25 minutes
- In theory, if you keep your focus for a certain period of time, you will get more accomplished faster

This short video illustrates the technique very well: http://cirillocompany.de/pages/pomodoro-technique
Any Questions?
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