Personal kanban board

Use small sticky notes or write in pencil. One task per card, written so you can tell when it's finished. Pull a card into Doing only when there's an empty slot.

Ready

Up next. Pick from here, not from your head.

Doing (limit 3)

Three slots. Full means finish something first.

Done

Leave cards here until Friday. It's proof.

Waiting on

Blocked by someone else. Write who and the date.

Start with 3.
If Doing is never full, try 2. If you keep breaking it for real reasons, try 4. Change it on Fridays, not mid-week.

Small cards.
"Draft intro paragraph", not "thesis". If a card sits in Doing for a week, split it.

Emergencies win.
A real emergency can break the limit. Write it on a card anyway so the board stays true.

Backlog and Friday check

The backlog holds everything that isn't Ready yet, so the board stays short. Once a week, move a few lines up to Ready and clear the Done column.

Backlog

Brain dump here. Nothing on this list is due this week, or it would be in Ready.

Friday check (10 minutes)

Count the Done cards, then answer these before you clear them.

Cards finished this week

Card that sat in Doing longest, and why

Anything in Waiting to chase?

Limit next week: 2, 3 or 4?

Moved up from the backlog to Ready

Dropped from the backlog for good

Ready stays short.
Five to eight cards is plenty. A long Ready column is just the old to-do list again.

Pull, don't push.
New tasks go to the backlog or Ready. Only you move a card into Doing, and only into an empty slot.

Done is data.
A week of Done cards tells you how much you really finish, which makes the next plan more honest.