

# \* The Pomodoro Technique and Personal Kanban

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# \* What Is the Pomodoro Technique?

- \* A simple and effective productivity technique that:
  - \* Helps you focus on the task at hand
  - \* Helps you get started on tasks
  - \* Gives breaks so you can rejuvenate
  - \* Helps to deter distractions
- \* Pomodoro Video

## \* How the Pomodoro Technique Works

- \* Choose a task
  - \* Set timer to 25 minutes
  - \* Work the task until the timer rings
  - \* Take a 5 minute break (15 minutes after 4 Pomodoros)
  - \* Repeat steps until task is completed
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- \* You can record how many Pomodoros a task takes and use that to estimate like tasks in the future

## \* How to Get Started with the Pomodoro Technique

- \* Simple kitchen timer
- \* <http://tomato.es/> (web)
- \* <http://www.marinaratimer.com/> (web)
- \* <http://www.tomighty.org> (Win/Mac/Linux)
- \* <https://play.google.com/store/apps/details?id=com.dacer.simplepomodoro> (Android)
- \* <https://itunes.apple.com/us/app/pomodoropro/id340156917?mt=8> (iOS)
- \* Google “pomodoro timer”

## \* Who the Pomodoro Technique Works Best For

- \* People with a defined set of tasks
  - \* Also works for less defined tasks such as an “inbox” or queue
  - \* The system adapts to many kinds of work
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- \* Important to remember it is a productivity system not a ball and chain
  - \* Make sure you take the breaks
  - \* Pomodoros are for work not play

# \* Integrating Pomodoro With Other Productivity Methods

- \* Works well with other systems that organize tasks such as:
  - \* GTD aka Getting Things Done
  - \* Kaizen
  - \* Scrum
- \* Personal Kanban
  - \* <http://www.personalkanban.com>

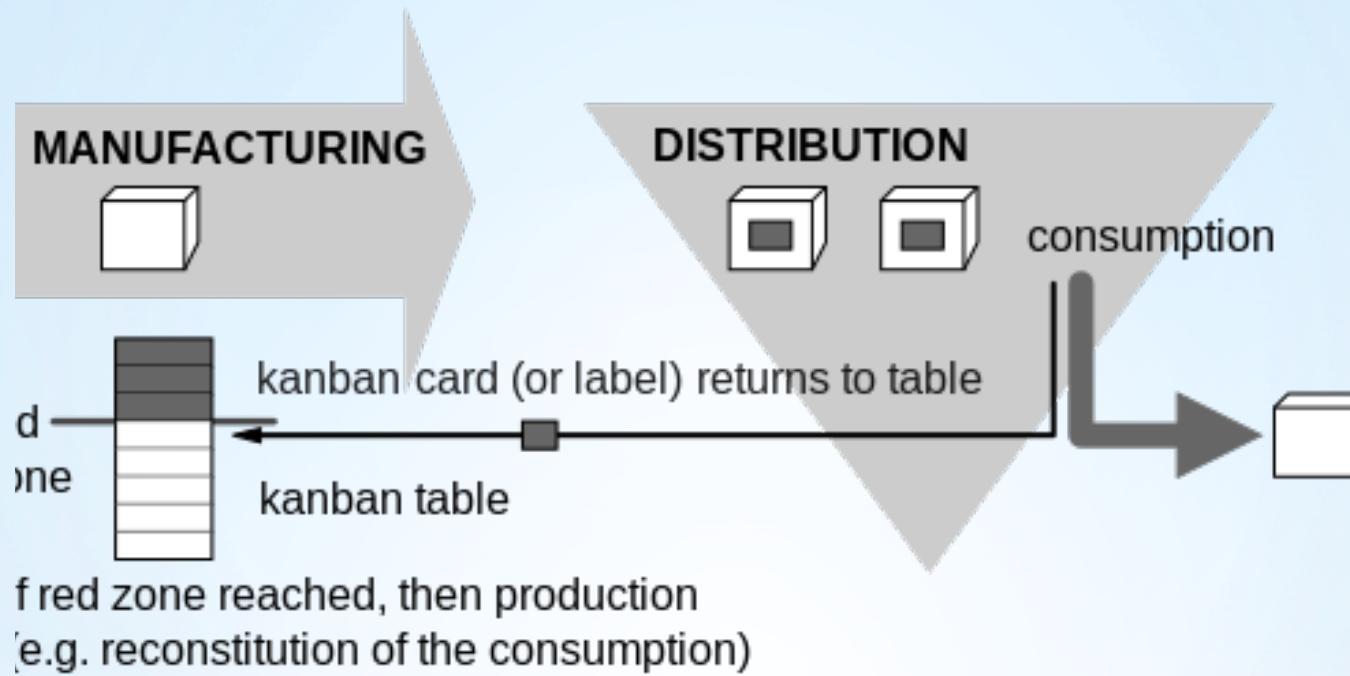
# \* Additional Information

- \* <http://lifehacker.com/productivity-101-a-primer-to-the-pomodoro-technique-1598992730>
  - \* <http://pomodorotechnique.com/book/>
  - \* <http://pomodorotechnique.com/blog/>
  - \* <http://pomodorotechnique.com/get-started/>
  - \* <http://www.pomodoro-book.com/>
  - \* <https://www.youtube.com/watch?v=cH-z5kmVhzU>
  - \* <http://www.52weeksofhabits.com/2013/08/20/pomodoro-the-ultimate-work-habit/>
  - \* <http://lifehacker.com/tag/pomodoro>
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- \* It took 3 Pomodoros to do these slides



# \*Personal Kanban

## Part 2



- \* Kanban (かんばん) (literally signboard or billboard in Japanese) is a scheduling system for lean and just-in-time (JIT) production.

## \* **Personal Kanban**

- \* Two Rules
  - \* #1 Visualize Your Work
    - \* Make a personal Kanban board
  - \* #2 Limit your work-in-progress (WIP)
    - \* Don't try to do too much at once

# \* Personal Kanban

## #1 Visualize Your Work

- \* Make a Kanban board.
  - \* Simple: ToDo, Doing, Done. Maybe: Today, Hold
  - \* This is the value stream
- \* When adding to the ToDo:
  - \* Short term: well defined
  - \* Long term: less defined

## \* Personal Kanban

### #2 Limit your work-in-progress (WIP)

- \* Limit “Doing” column to 3 tasks
  - \* A limit of 1 may cause tasks to go back to “ToDo”
- \* Tasks should always move forward in value stream
  - \* If your task is not getting done then redefine task or eliminate it

## \* Personal Kanban Resources

- \* <http://www.personalkanban.com/>
- \* <http://nomad8.com/kanbanfor1/>
- \* [http://en.wikipedia.org/wiki/Kanban\\_board](http://en.wikipedia.org/wiki/Kanban_board)
- \* <http://en.wikipedia.org/wiki/Kanban>
- \* <https://github.com/CraigDawson/Kanban-board>