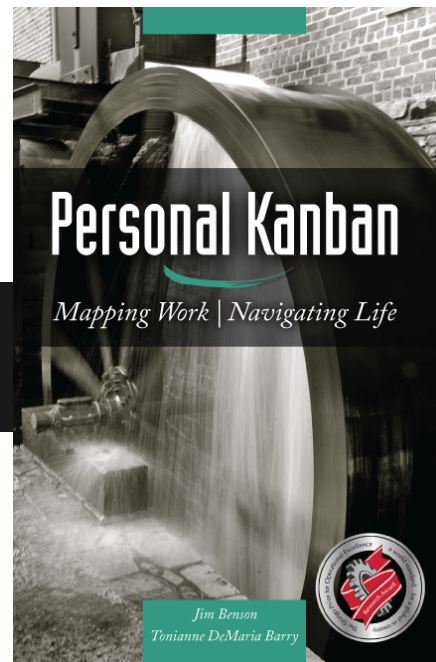


Jim Benson (@ourfounder)
Tonianne DeMaria Barry (@sprezzatura)

Why & How

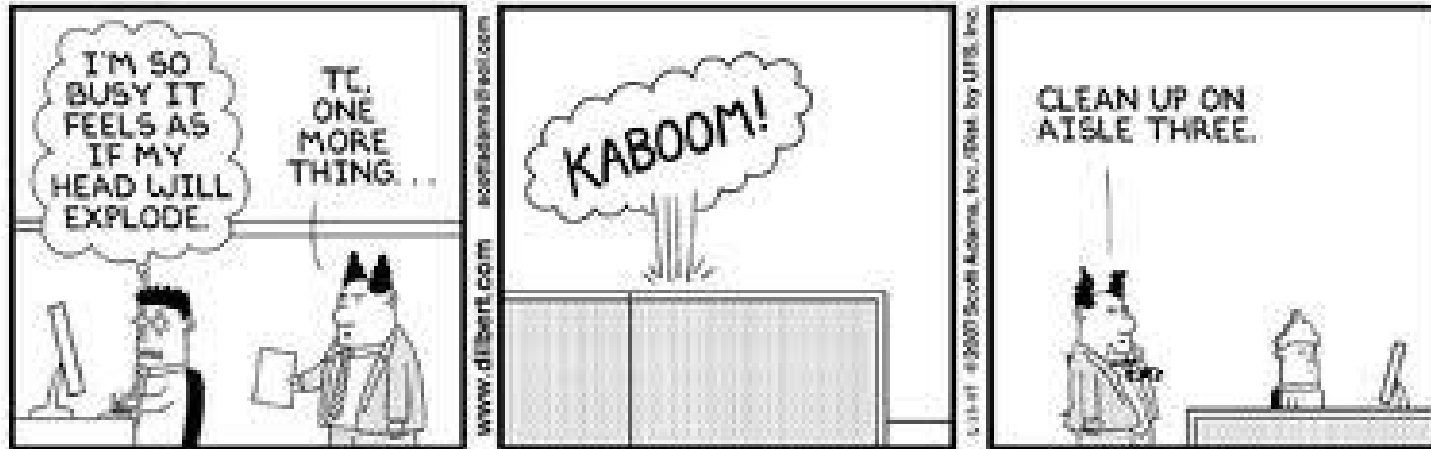
To Limit Your WIP

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Pain, Chaos, & Fear

We live in a world of overload.



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Work In Process (WIP)

Work you are actively doing right now.

As an individual or a team.

I Can't See!

Knowledge work is invisible. New work has no apparent social costs.

We estimate based on the best of intentions and the worst of environments



**The Element
of Confusion**

We Have a Capacity

**We cannot do more work
than we can handle.**

Multitasking is Overload

Multitasking / Context Switching:

- Increases errors
- Increases cognitive burnout
- Impedes our ability to process information
- Increases information to process!

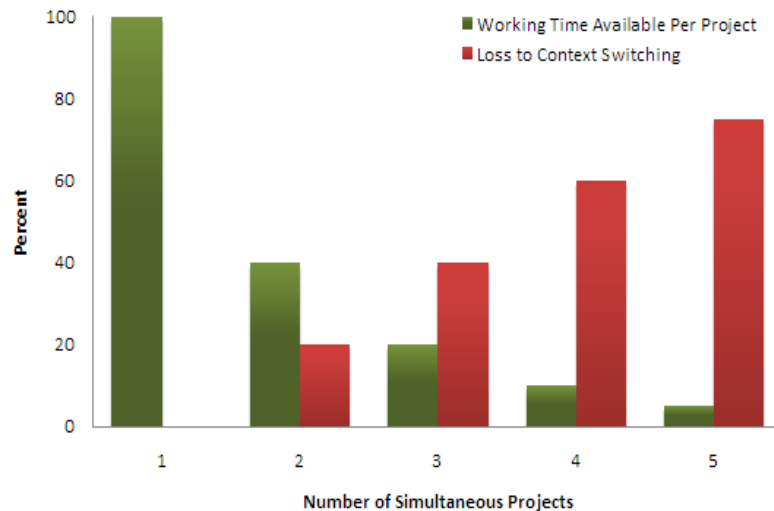


image: http://www.infoq.com/articles/multitasking-problems#_ftn4

Multitasked tasks breed more tasks...not completion!

We're Not Jedi

We Need to See Our Work...

...it's Important.

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Overload Looks Like This:

- Stress
- Lack of Focus
- Obscured Priorities
- Prone to Defects
- Late Projects
- Shifting Demands
- Meeting (after meeting...after meeting...after meeting...after meeting...)
- Blame
- High Transaction Costs



...And Yet Nobody Seems to Notice

WIP Limits Are Healthy

Without WIP limits
we are flooded with
work.

With WIP limits we
have healthy flow.



The Top 2 Reasons Why Your Boss Wants You To Limit Your WIP

Completion
&
Quality

The Top 2 Reasons Why You Want You To Limit WIP

Focus
&
Clarity

Alignment!

Focus

+

Clarity

=

Completion with Quality



Systems Thinking:

Our work is a system

Healthy Work Requires Healthy Constraints

WIP Limits Drive Behavior

- **Attentiveness** Less Work Lets Us Focus and Complete
- **Options Trading** Constant Dynamic Reprioritization
Allows Selection of Highest Value Tasks
- **Risk Mitigation** Risk and Complexity are Inherent
Options Selection Criteria
- **Kaizen** Flow Highlights Bottlenecks and Breakdowns

Slow Down...

...and do it right the first time.



Focus Provides Awareness

- Focus on tasks at hand
- Understand our capacity
- Gain control
- Fight learned helplessness

WIP Limits Create an Economy of Work

- Work Items Are Options
- Healthy Flow Creates Dynamic Scheduling
- Freedom from Change Orders and Extra Meetings
- Flow Makes Cycle Time Possible

Reduce Interruptions

Best way to limit WIP is to avoid unnecessary interruptions.

It's really easy to be interrupted.

Track What Hinders You



Good value?
Some value?
No value?

Can you **see** the opportunity costs?

Set It and Watch It

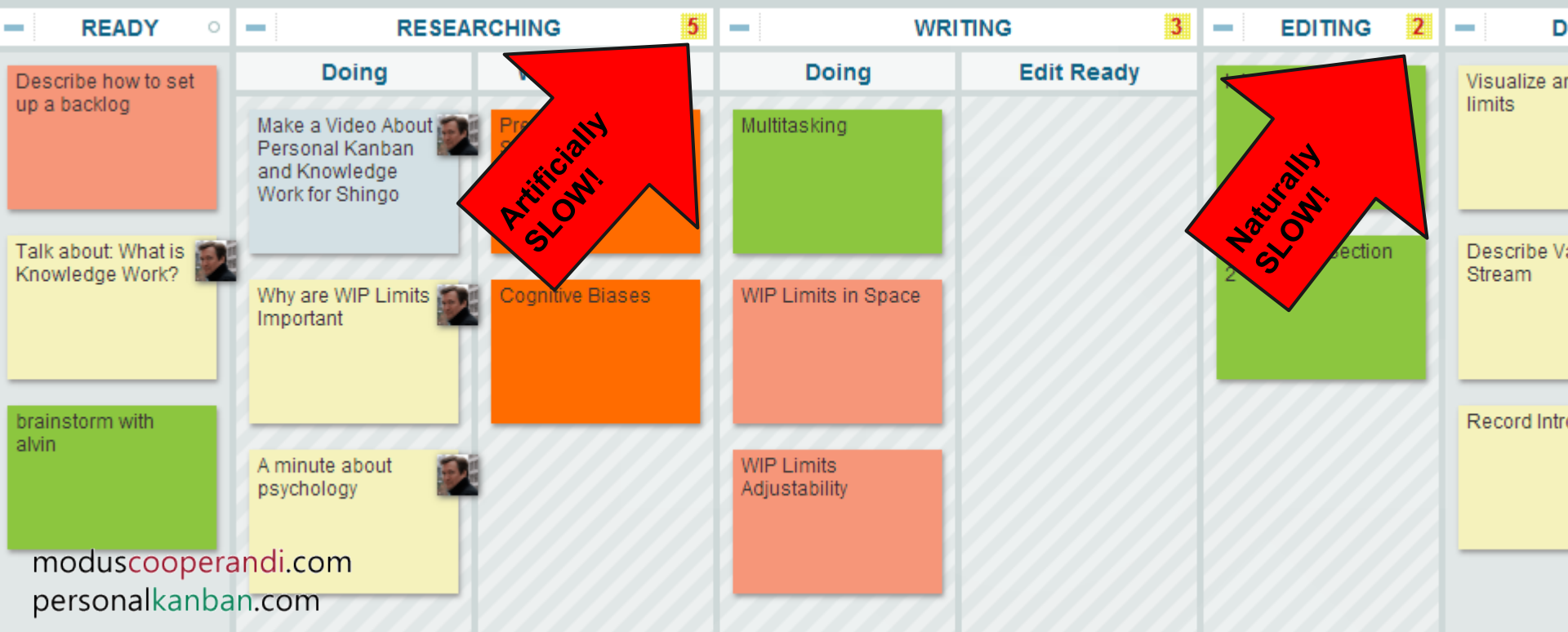
Set Your Limits and Measure Flow

In general:

Increase WIP Limits to Slow Work

Decrease WIP Limits to Speed Up Work

Regulate to Slowest Act



Focus Thyself Firsteth

Pomodoro Technique:

25 minutes of
focused work

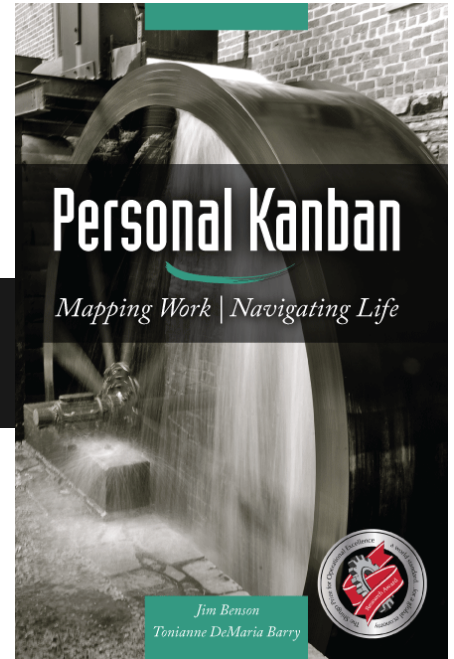
One task / One topic



Why & How To Limit Your WIP

A Modus Cooperandi Short

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About Modus

If you can't see it, you can't improve it.

At Modus Cooperandi, we have found that the major source of dissatisfaction, waste, and inefficiency in organizations is a lack of real-time information at all levels.

We solve this problem.

Modus uses visual controls (kanban and Personal Kanban), team-focused management techniques (stand-up meetings, retrospectives, shared responsibility), a drive for improvement (kaizen, team empowerment), and an understanding that business relies on both management and staff to produce quality product. Everyone in an organization is a professional and everyone strives for quality and innovation.

At Modus Cooperandi, we work with our clients to:

- Improve internal communication
- Improve operational efficiency
- Reduce costs
- Increase productivity
- Raise clarity of corporate, team, and individual purpose at all levels
- Build and support highly-functioning teams
- Find joy and excitement in working

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