

## Kanban

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Kanban is a tool, or a method of working, that lets you dynamically visualise workflows. The Japanese word “Kanban” means “sign” or “visual signal”. The aim of Kanban is to make progress visible and easy to understand for everyone involved. On an executive committee, this makes it easier to discuss your work while reducing misunderstandings. Unlike agendas or to-do lists, Kanban is dynamic and displays the current status of individual tasks at all times.

A Kanban board – either digital (e.g. Trello) or physical (e.g. noticeboard, kraft paper and Post-its) – is divided up into four columns in which all current tasks are listed.

1. The first column is titled “**Things we could do ...**” and lists all of the tasks that the executive committee is in charge of or wants to/should address.
2. The second column is titled “**Things we will do next ...**” and is used to prioritise tasks.
3. The third column is titled “**What we are doing now ...**” and shows which tasks are currently being worked on. This column can also be supplemented by an area titled “**What we are waiting for ...**” if certain tasks have stalled because we are waiting for information, confirmations, etc.
4. The fourth column is titled “**Completed!**”. This is when you can exhale: these tasks are completed and can be put to the side, at least for the time being.

Over time, most or all of the Post-its on which the tasks are written down will travel from left to right. Here is an example of a Kanban board:



Kanban boards can be used by teams, for example executive committees, commissions or working groups, as well as by individuals.

At the executive committee meeting, the Kanban board lets all of the committee members see what's progressing, what's stalled, what's urgent and what's coming up. The visualisation of tasks, their prioritisation, and the current state of progress allows you to make better decisions and work more efficiently and makes sure you don't overlook anything.

When you work with a virtual Kanban board like Trello, all of this information is available to everyone involved at all times, they can call it up from their own laptops, and it can help them complete their individual tasks.

### **More information on the topic of “collaborating well and enthusiastically”**

*Videos:*

- Kanban / collaborating well and enthusiastically, <https://www.vitaminb.ch/>
- Meeting formats / collaborating well and enthusiastically, <https://www.vitaminb.ch/>
- Get-it-done session / collaborating well and enthusiastically, <https://www.vitaminb.ch/>

*Work aids:* <https://www.vitaminb-e.ch/tools/work-aids/>

- Executive committee meeting
- Strategy
- Collaborative decisions
- Chairing meetings
- Meeting formats