

Find out how you can use a Kanban board to manage your diary tasks more efficiently

Assess tasks using Eisenhower's Urgent/Important Principle

- ↑ Crises Important and urgent
- ↑ Goals and planning Important but not urgent
- ↓ Interruptions Not important but are urgent
- ↓ Distractions Not Important and not urgent

Create 3 Kanban columns

- Today Tasks here should be done today
- Backlog Tasks that have not been started or looked at
- Work in Progress Tasks taken from the backlog that you have started work on

'Today' column

Prioritise the tasks that NEED to be done before the end of the day.  
'Important and urgent' tasks go directly in here  
These go below the 'important and urgent' tasks  
'Not important but are urgent' tasks also go here

'Work in Progress' column

Tasks taken from the backlog column that have been started  
Do not place any task in this column unless it has been started  
If a task is urgent, they do not belong here  
Place these directly in the 'today' column

'Backlog' column

These are all of the tasks that have not been started yet and are 'not urgent'  
'Important but not urgent' tasks go directly in here  
These go below the 'important and not urgent' tasks  
'Not important and not urgent' tasks also go here  
Place a start and end date next to each task in the backlog  
Check this column regularly for new tasks

Tips and tricks

If an important job cannot be done in the same day, reply back with a confirmation of delivery  
Integrate your Kanban software with your Google Calendar account to ensure completion prior to deadline  
To ensure that your colleague has certain tasks in their workflow, instead of forwarding emails, 'Trello' it  
'Thanks for your email'  
'I have received it'  
'I am working on it'  
'I will let you have a reply soon'

Articles on Kanban boards



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# Find out how you can use a Kanban board to manage your diary tasks more efficiently

## 1. Assess tasks using Eisenhower's Urgent/Important Principle

### 1.1. Important and urgent

#### 1.1.1. Crises

### 1.2. Important but not urgent

#### 1.2.1. Goals and planning

### 1.3. Not important but are urgent

#### 1.3.1. Interruptions

### 1.4. Not Important and not urgent

#### 1.4.1. Distractions

## 2. 'Today' column

2.1. Prioritise the tasks that NEED to be done before the end of the day.

2.2. 'Important and urgent' tasks go directly in here

2.3. 'Not important but are urgent' tasks also go here

2.3.1. These go below the 'important and urgent' tasks

## 3. Create 3 Kanban columns

### 3.1. Today

3.1.1. Tasks here should be done today

## 3.2. Backlog

3.2.1. Tasks that have not been started or looked at

## 3.3. Work in Progress

3.3.1. Tasks taken from the backlog that you have started work on

## 4. 'Work in Progress' column

4.1. Tasks taken from the backlog column that have been started

4.2. Do not place any task in this column unless it has been started

4.3. If a task is urgent, they do not belong here

4.3.1. Place these directly in the 'today' column

## 5. 'Backlog' column

5.1. These are all of the tasks that have not been started yet and are 'not urgent'

5.2. 'Important but not urgent' tasks go directly in here

5.3. 'Not important and not urgent' tasks also go here

5.3.1. These go below the 'important and not urgent' tasks

5.4. Place a start and end date next to each task in the backlog

5.5. Check this column regularly for new tasks

## 6. Tips and tricks

6.1. If an important job cannot be done in the same day, reply back with a confirmation of delivery

6.1.1. 'Thanks for your email'

6.1.2. 'I have received it'

6.1.3. 'I am working on it'

6.1.4. 'I will let you have a reply soon'

6.2. Integrate your Kanban software with your Google Calendar account to ensure completion prior to deadline

6.3. To ensure that your colleague has certain tasks in their workflow, instead of forwarding emails, 'Trello' it

## 7. Want more mind maps? <http://www.DigitalMarketingU.com>

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## 8. Articles on Kanban boards

8.1. How Kanban Project Management Methodology Can Improve Your Team

**Link:** <https://www.lucidchart.com/blog/how-kanban-methodology-can-improve-your-team>

8.2. 7 Reasons Why Startups Need to Embrace Agile Marketing

**Link:** <https://www.entrepreneur.com/article/296470>

8.3. How to Manage Blog Content With Trello

**Link:** <https://www.socialmediaexaminer.com/manage-blog-content-trello-how-to/>