

# What is Kanban?

Kanban is a visual workflow management method that helps teams organize, prioritize, and deliver tasks efficiently. It's like a digital to-do list on steroids, perfect for teams seeking flexibility without the heavy processes of Scrum.

## *Visualize Your Work*

- Choose a tool (Trello, Jira, or even a physical board).
- Define columns (e.g., To Do, Doing, Done)

## *Add Tasks*

- Write clear, actionable tasks on cards.
- Include due dates and assignees if needed.

## *Set Practical Goals*

- Set realistic limits for tasks in each stage.
- Start small (e.g., 3-5 tasks per column).

## *Review Regularly*

- Hold brief check-ins to update the board and discuss bottlenecks.

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