



Ready Doing Done

This is a simple time management exercise that really helps clients to focus on only the most important things at any one time.

1. Write out each major project on a post-it note.
2. Create a flip chart or board with three columns. Ready, doing, done
3. Put all your project post-it notes in the "Ready" column
4. Select 3 that are top priority and move them to the "Doing" column
5. Only focus on those 3, don't let the other projects distract you.
6. When a project is completed, move it to the "Done" column.
7. Then move a "Ready" project to the "Doing" – always having no more than 3 projects that you are focusing on at any one time.
8. As new projects come up, put them in the "Ready" column.
9. If things reprioritize, move a "Doing" project back to "Ready," and a "Ready" project to "Doing," if you need to. Never have more than 3 projects that you are focusing on at one time.
10. Occasionally check at what you have in your "done" column and celebrate your accomplishments.

For more details and background, see:

<http://www.fastcompany.com/3002383/why-managers-should-study-i-love-lucy-kill-their-do-lists-and-get-zen>

Personal Kanban: <http://www.personalkanban.com/pk/personal-kanban-101/>