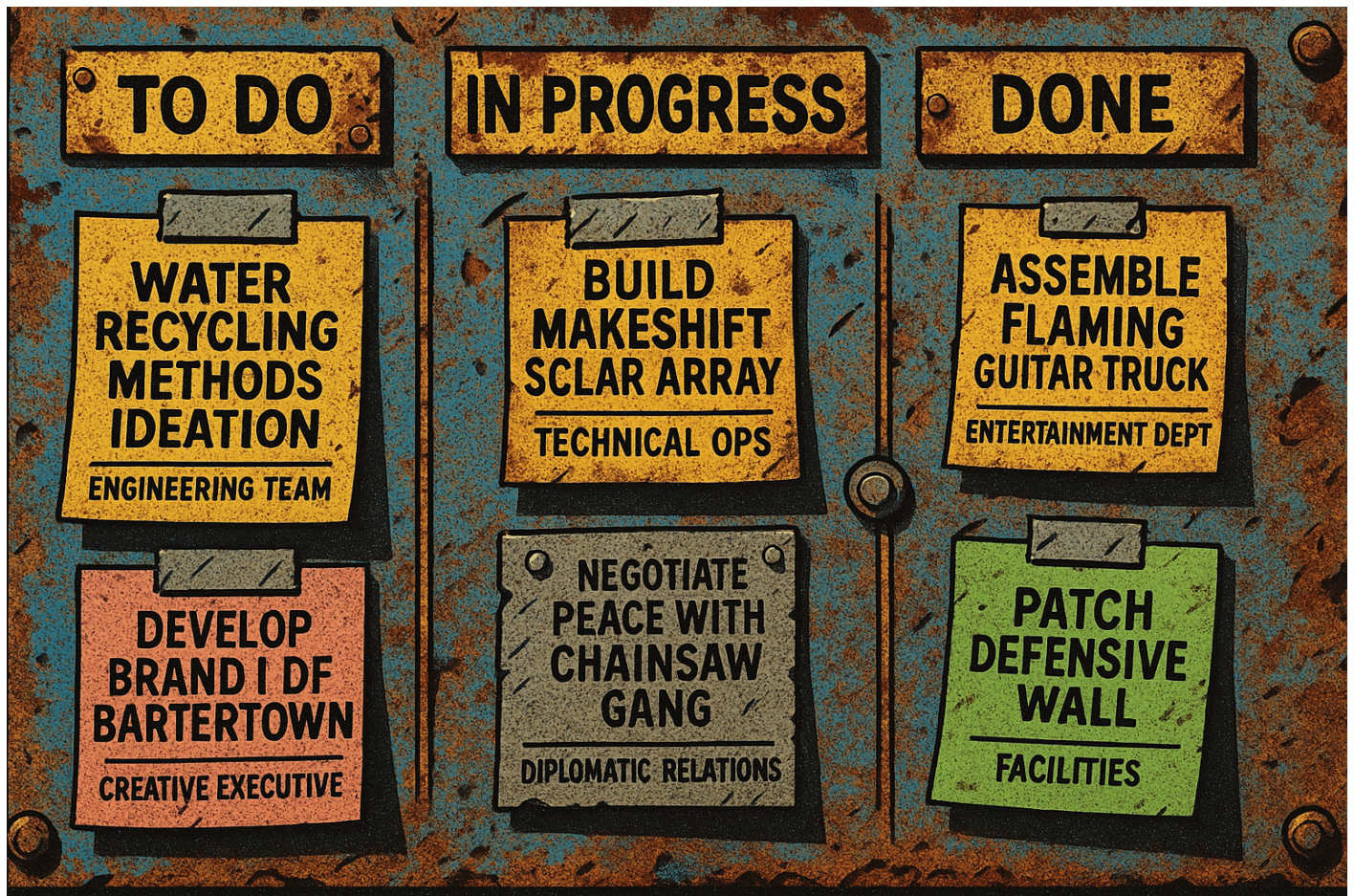


# Kanban Boards

*How many kans could a kanban ban if a kanban could kan bans?*



Kanban Boards are visual charts that help you manage tasks. You move tasks from column to column as the tasks progress.

*Very basically*

- What is the high-level task?
- Who owns that task?
- What is the status of that task?

You can organize these things in a spreadsheet too, but a Kanban board is a nice way to see it at a larger scale.

Typically, a Kanban organizes tasks into columns that are *To Do*, *In Progress*, and *Done*. Some other columns might be "Punted" for tasks that are lower priority - you might put this column before *To Do*. Or you might need approval before tasks go into the *To Do* column, so you might have a column that's "Awaiting Approval" and you want to rename *To Do* to "Queued Tasks". There's a lot of ways to visually organize your efforts!

In some tools, you can add a ton of information and automation to each task :

- What are the details of this task when it's completed?
- Are there sub-tasks?
- Is it part of a phase?
- Is there an individual within a department that "owns" the task?
- What is the next task when this one is complete?
- Is there a category of task that it's flagged?
- Is there a priority associated with each task?

A good Kanban tool can reorganize and filter tasks into different columns if there's a specific flow to them, or if you want to visualize tasks in different categories.

In a known process for location scouting, you might have columns that are related to contextual status.

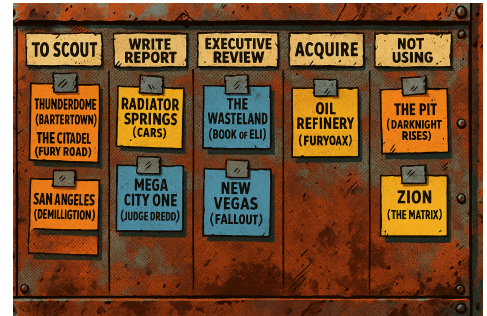
Column 1 could be "To Scout" with a list of locations,

Column 2 "Write Report"

Column 3 "Executive Review"

Column 4 "Acquire"

Column 5 "Not Using"



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