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# #8

## Tips for

# Achieving Flow

## with Kanban

Boosting Productivity in your Workflow

01

# Visualise

# the Workflow

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Create a visual representation of your workflow using a Kanban board.

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Board should have columns representing different stages of your process.

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Visualisation helps everyone understand the work and its status.

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02

# Limit Work in Progress (WIP)

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Set and enforce WIP limits for each column on your Kanban board.

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WIP limits prevent team members from taking on too many tasks simultaneously.

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This creates focus and enhances flow.

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03

# Manage

# Flow Actively

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Regularly review the Kanban board to identify bottlenecks.

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Actively manage the flow by addressing these issues promptly.

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Collaborate with the team to find solutions and optimise the overall process.

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04

# Prioritise

# Work

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Prioritise based on urgency and importance.

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This helps the team focus on high-priority tasks first.

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This also ensures that valuable work is delivered sooner.

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05

# Implement Pull System

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Team members pull work items into their workflow when they have the capacity to handle them.

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This approach promotes a demand-driven system.

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This prevents overburdening team members.

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# Reduce

# Batch Sizes

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Break down work items into smaller, manageable tasks.

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Lead to quicker cycle times and enable a more continuous flow.

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Helps in identifying and resolving issues faster.

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07

# Encourage

# Collaboration

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Foster collaboration among team members with diverse skills.

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Cross-functional teams can handle a wider range of tasks independently.

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This reduces dependencies and handoffs, which in turn, enhances flow.

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08

# Continuously Improve

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Regularly reflect on your process and performance.

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Encourage the team to suggest and implement improvements.

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Continuous improvement enhances system effectiveness over time.

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# Any Questions?

Drop me a message on  
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*Thank you!*