PERSONAL KANBAN - how to flow non cyclical tasks

	To D	0	Doing			Done		
	Set deadline and do it yourself	Do it yourself now	Started	To Complete Today	Delegated			
	CALENDAR SM MM THE AED THO PRI SUT							
Strategy)	[3]							
nection to S								
IMPORTANCE (Connection to								
IMPO							CREATIST .	
(Low)	Don't do it	Delegate to competent people						
	(Low) URGENCY (email and other requests) (High)							