

# MAP+PK Homework

*I am here now, accepting the way I feel and noticing my thoughts, while*

**DOING**

**WHAT I CARE ABOUT**

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**Rule 1: Visualize Your Work**

**Rule 2: Limit Work in Progress**

**Kaizen: Striving for Improvement**

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## **Build your first PK board!**

1. Gather **materials**: whiteboard (white tile backer board is cheap!), dry erase pen, post-its/washi tape, sharpie (for washi tape); consider laminating a MAP
2. *Visualize your work*: Create your **valued activities categories**
  - a. Color-code major values/valued activity categories with post-its
  - b. As relevant, subcategorize for projects
  - c. Values may cross many activities; don't get hung up on sorting "correctly"
3. *Visualize your work*: Determine your first **workflow** and draw it on your whiteboard—examples:
  - a. Ready (tasks waiting to be done)/Doing (work-in-progress)/Done
  - b. Task analysis of larger projects as different "ready" sections
  - c. Revision flows, e.g. Waiting/Outlining/Draft/Review/Revise/Done
  - d. Repeating tasks as dailies/weeklies
  - e. This week/Today/Done
  - f. Ready "clouds", Doing/Done
4. *Visualize your work*: Create a space for **performance management** notes: resources needed, deadlines, incentives, accountability
5. *Visualize your work*: Establish your **backlog**
  - a. Sort your to-do list by valued activity/project
  - b. Write your tasks on washi tape/postits, color-coded to values/valued activities
  - c. Place tasks in ready/relevant workflow areas
6. *Limit work in progress*: Establish your **work in progress limit**
7. *Limit work in progress*: Begin to **pull** tasks, based on context and capacity, either into "Doing" section of the board or into the "Doing" section of your MAP checklist

## ***Kaizen: Reflect***

Consider the tasks (DOING) you had set out for yourself to accomplish.

1. Which of these got done? What made it easier to get those done? Be sure to include those variables in this upcoming week!
2. Which of these didn't get done? What made it difficult? Work through the MAP checklist for both internal world issues as well as external world issues. What can you address differently for this upcoming week? Make a space on your board for "what shows up" and note your MAP reminders.
3. How do you feel about what got done? Were the right tasks completed at the right time? Is there harmony among your valued activities? What will you adjust for this upcoming week?