

## 3 Kanban planning and management tools

Kanban is a Japanese system of moving cards onto different boards as a task or deliverable moves through a process. A work-planning tool like this allows you to effectively visualize tasks in categories or “buckets.” Give these free tools for process planning and management a try.

**Trello:** Create your board; create your “buckets” and start typing tasks. Make them personal, private, or share with a team. Personalize each board with different graphics.

**Kanban Flow:** As easy as Trello with fewer graphics bells and whistles. As the name implies, this is a true Kanban app, simple and elegant.

**Asana:** Beyond a simple Kanban, Asana extends to task management and tracking. Not quite as simple as the other two, but easy to learn and use.