

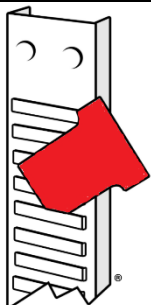
Here's how the Kanban T-card system works:

1. **T-cards:** Each T-card represents a specific task, project, or work item. The top section of the card contains details about the task, such as its name, description, due date, assigned personnel, and any other relevant information.
2. **Board or Wall:** The T-cards are usually arranged on a physical board or wall with columns that represent different stages of the workflow. These columns can be customized based on your specific process. Common column names include "To Do," "In Progress," "Review," and "Done."
3. **Movement:** As work progresses, the T-cards are moved from one column to the next. This visual movement of cards represents the movement of tasks through different stages of completion. For instance, when a task is initiated, its T-card is moved from the "To Do" column to the "In Progress" column.
4. **Limiting Work in Progress (WIP):** One of the core principles of Kanban is to limit the number of tasks that can be in progress at any given time. This prevents overloading individuals or teams with too much work and helps maintain a steady flow of work through the system.
5. **Transparency and Communication:** The T-card system provides transparency into the status of tasks and projects. It allows team members to easily see which tasks are pending, in progress, and completed. This visual representation also aids communication among team members and stakeholders.
6. **Continuous Improvement:** The Kanban T-card system encourages continuous improvement by providing insights into bottlenecks, delays, and inefficiencies. Teams can analyze the flow of work and make adjustments to optimize their processes over time.

The Kanban T-card system is particularly useful in environments where physical presence and visual cues play a significant role in workflow management. However, in today's digital world, many teams also implement electronic versions of the T-card system using project management software that mimics the physical board setup.

Remember that while the T-card system is a powerful tool, its effectiveness depends on the discipline of the team in updating and maintaining the visual board. Regular reviews and adjustments are essential to ensure its continued success.

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