Template

Brainstorm & idea prioritization

Use this template in your own brainstorming sessions so your team can unleash their imagination and start shaping concepts even if you're not sitting in the same room.

- **10 minutes** to prepare
- **1 hour** to collaborate
- **2-8 people** recommended

Before you collaborate

A little bit of preparation goes a long way with this session. Here's what you need to do to get going.

10 minutes

- **Team gathering**
  Define who should participate in the session and send an invite. Share relevant information or pre-work ahead.
- **Set the goal**
  Think about the problem you'll be focusing on solving in the brainstorming session.
- **Learn how to use the facilitation tools**
  Use the Facilitation Superpowers to run a happy and productive session.

Open article →

1 Define your problem statement

What problem are you trying to solve? Frame your problem as a How Might We statement. This will be the focus of your brainstorm.

5 minutes

PROBLEM

How might we (your problem statement)?

Key rules of brainstorming

To run an smooth and productive session

- Stay in topic.
- Encourage wild ideas.
- Defer judgment.
- Listen to others.
- Go for volume.
- If possible, be visual.

2 Brainstorm

Write down any ideas that come to mind that address your problem statement.

10 minutes

TIP
You can select a sticky note and hit the pencil [switch to select] icon to start drawing!

SOCIAL MEDIA

santhosh kumar

- Fully managed services to build versatile, secure, open-source that doesn't require provisioning or maintenance
- They aren't to be famous, if you aren't concerned with popularity you wouldn't could.
- Some people are concerned about what people say about them on social media platforms, despite they are personally curious and introverted.
- Social media is not about connecting and sharing, it's for self-promotion and to satisfy human hunger for social recognition by.

Rajesh

Samyaoandi

- Don't post anything, that could be taken as intellectual exchange of conversation in a negative way. Be exclusive and collective never get selective.
- Maintaining a smooth relationship with your girlfriend all week at nighney and fatigue. Don't post, don't you should know. Also there they will want to know.

Rant:

moorthi

- Social media you're actually made you can't someone. Social media platform, it's actually made you to provide and connect with people. Social media platform connection is connection to people, not to people.
- Using to impress other people by posting on social media platform. Social intelligent never you can make to impress your own life.

3 Group ideas

Take turns sharing your ideas while clustering similar or related notes as you go. Once all sticky notes have been grouped, give each cluster a sentence-like label. If a cluster is bigger than six sticky notes, try and see if you and break it up into smaller sub-groups.

20 minutes

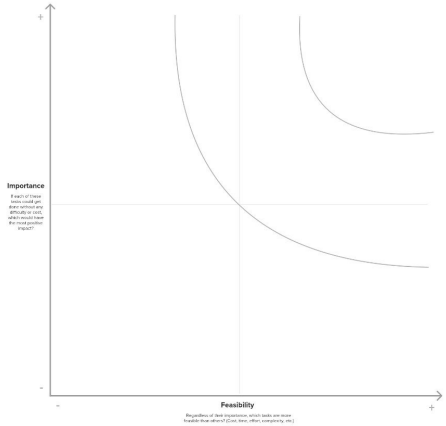
TIP
Add customizable tags to sticky notes to make it easier to find, browse, organize, and categorize important ideas as themes within your mural.

4 Prioritize

Your team should all be on the same page about what's important moving forward. Place your ideas on this grid to determine which ideas are important and which are feasible.

20 minutes

TIP
Participants can use their cursors to point at where sticky notes should go on the grid. The facilitator can then lock the sticky notes in the best position feasible by **Hiking** on the keyboard.



After you collaborate

You can export the mural as an image or pdf to share with members of your company who might find it helpful.

Quick add-ons

- **Share the mural**
  Share a view link to the mural with stakeholders to keep them in the loop about the outcomes of the session.
- **Export the mural**
  Export a copy of the mural as a PNG or PDF to attach to emails, include in slides, or save in your drive.

Keep moving forward

- **Strategy blueprint**
  Define the components of a new idea or strategy.
  Open the template →
- **Customer experience journey map**
  Understand customer needs, motivations, and obstacles for an experience
  Open the template →
- **Strengths, weaknesses, opportunities & threats**
  Identify strengths, weaknesses, opportunities, and threats (SWOT) to develop a plan.
  Open the template →

Share template feedback

Need some inspiration?
See a finished version of this template to validate your work.
Open example →