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

the brainstorming session.

Team gathering Define who should participate in the session and send an invite. Share relevant information or pre-work ahead.

Think about the problem you'll be focusing on solving in

Learn how to use the facilitation tools Use the Facilitation Superpowers to run a happy and productive session.

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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.

PROBLEM How might we [your

Key rules of brainstorming To run an smooth and productive session Stay in topic. Encourage wild ideas. Defer judgment Listen to others

Brainstorm

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

10 minutes

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

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Group ideas

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

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.

Importance

difficulty or cost

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

Participants can use their cursors to point at where sticky notes should go on the grid. The facilitator can confirm the spot by using the laser pointer holding the H key on the keyboard.

RFID Tags

Geo-

Location

Tracking

Mobile Apps

Share the mural Share a view link to the mural with stakeholders to keep them in the loop about the outcomes of the session.

After vou collaborate

might find it helpful.

Ouick add-ons

You can export the mural as an image or pdf

to share with members of your company who

Evport 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.

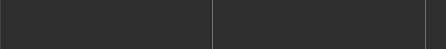
Open the template →

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 kickstart your work.

















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Feasibility Regardless of their importance, which tasks are more feasible than others? (Cost, time, effort, complexity, etc.)

