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

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

session. Here's what you need to do to get going.

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

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

How might we [your problem statement]?

Listen to others.

Key rules of brainstorming To run an smooth and productive session

Go for volume. If possible, be visual.

Stay in topic.

Encourage wild ideas.

Brainstorm

10 minutes

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

Group ideas

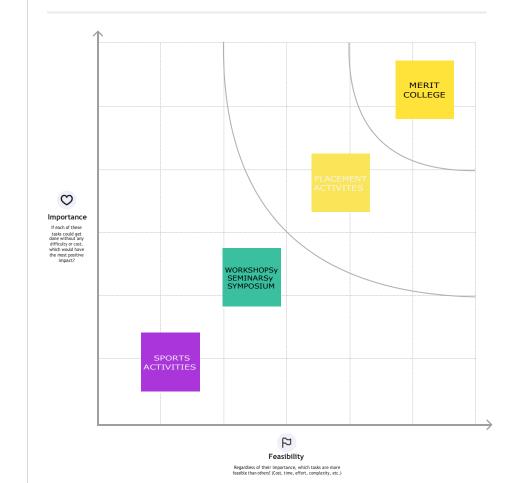
Take turns sharing your ideas while clustering similar or related notes as you go. In the last 10 minutes, give each cluster a sentence-like label. If a cluster is bigger than six sticky notes, try and see if you and break it up into smaller sub-groups.

⊕ 20 minutes

FEATURES OF COLLEGE FACILITIES FOR STUDENTS 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



After you collaborate

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.

You can export the mural as an image or pdf to share with

members of your company who might find it helpful.

B 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

Share template feedback







