Before you collaborate

do to get going.

10 minutes

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

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

Open article

Brainstorm

& idea prioritization

Use this template in your own brainstorming sessions

Local their impairation and start

Be Set the goal
Think about the problem you'll be focusing on solving in the brainstorming session. 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

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

Key rules of brainstorming To run an smooth and productive session

Haritha Lakshmi S

Divya Bharathi

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.

Dhanusya S

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

Dharshini B

10 minutes

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.

Features

Maintenance

done without any difficulty or cost, which would have the most positive impact?

Group ideas

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.

Preparatory Action

Importance If each of these tasks could get B Export the mural Export a copy of the mural as a PNG or PDF to attach to emails, include in slides,

Keep moving forward

Customer experience journey map Understand customer needs, motivations, and

Strengths, weaknesses, opportunities & threats identify strengths, weaknesses, opportunities, and threats (SWOT) to develop a plan.

obstacles for an expe

Open the template

Open the template

Quick add-ons

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.

or save in your drive.

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

Strategy blueprint

Open the template

Stay in topic. Defer judgment.

Encourage wild ideas. Listen to others.

Go for volume. If possible, be visual.

Share template feedback

