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.

(L) 10 minutes to prepare 1 hour to collaborate 2-8 people recommended ⊕ 10 minutes Team gathering Define who should participate in the session and send an invite. Share relevant information or pre-work ahead. 1 Set the goal 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. Open article

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.

> PROBLEM How might we [your problem statement]?

Key rules of brainstorming To run an smooth and productive session

> Stay in topic. Defer judgment.

Go for volume. So If possible, be visual.

Encourage wild ideas.

Listen to others.

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

Person 5

2

Brainstorm

⊕ 10 minutes

Nithish Kumar.V

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

Nithish Kumar, R

What is the How to Correct time to age limit place donate

Vishal, N

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.



Admin Works Database

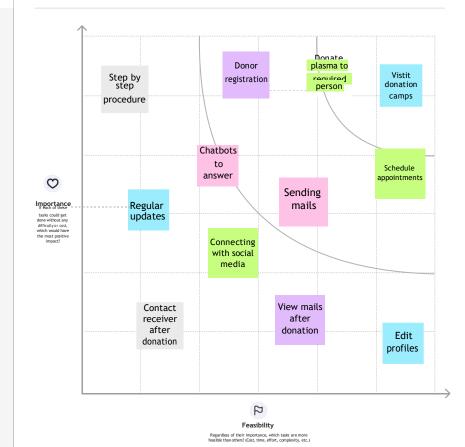
View the Delete request the send request

Record all the data

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

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

Share template feedback

Open example 🛶

Need some inspiration?

