



# 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

Share template feedback



## 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 monitor and alert people incase of gas leakage?



### Key rules of brainstorming

To run a 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 sketch] icon to start drawing!

RAM SRI HARI S

opening of windows whenever we feel gas leakage

closing the nob of cylinder to prevent gas leakage

regular maintainance of cylinders in hotels

not allowing kids or others to switch on/off any electric devices

protecting system from fire

setting of fire alarms in hotels

SANTHOSH KUMAR S

increasing security in gas industries

usage of fire extinguishers

opening of doors

proper maintainance to avoid short circuit

alarm to indicate gas leakage in gas industries

proper maintainance of nob

MEIANANDAVEL T

regular checking of gas cylinders

avoiding phone calls when gas leakage is sensed

alerting doctor in case of explotion

evacuating everyone immediately if gas leakage is detected in home/industries

checking regulators properly

careful handling while delivering the cylinders

MAHARAJA S

keeping cylinder away from sunlight

avoid putting gas cylinders together/closer

teaching kids about gas leakage safety measurements

avoid switching on exhaustor fans when gas leakage is sensed

calling fire service away from home when leakage is sensed

handle carefully while changing the cylinders in home

3

## 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

opening of windows and doors when gas leakage is detected

alerting systems in industries and hotel

regular checking of cylinders

no phone calls inside home when gas leakage is sensed

avoid swiching of electric devices

educating kids about gas leakage

immediate contact of fire service/ medical service in case of explotion

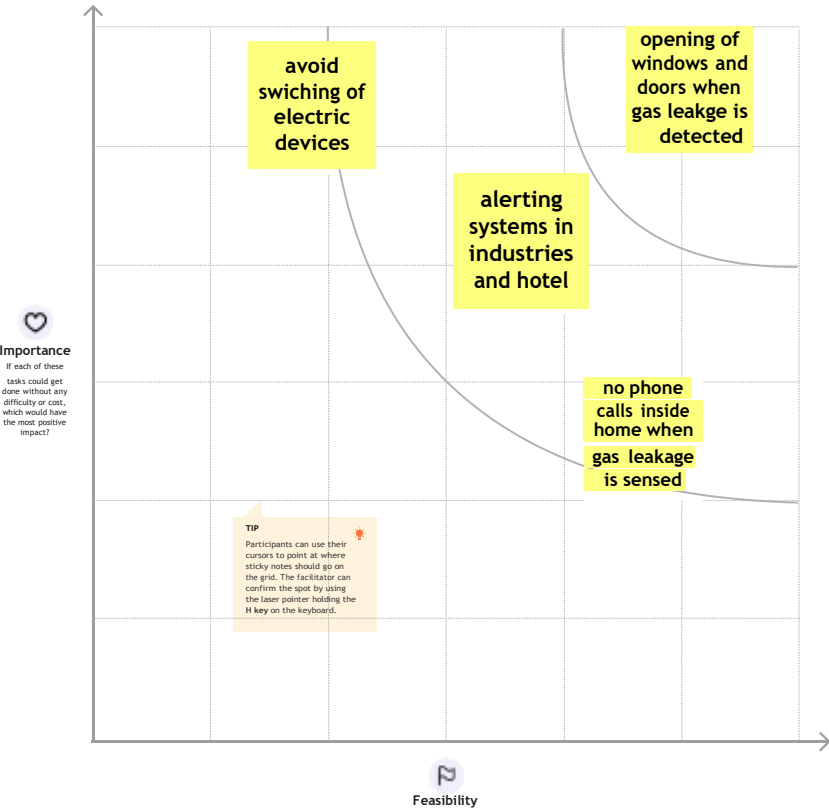
increasing security in industries and hotels

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



## 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 kickstart your work.

Open example

