

## 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

productive session. <u>Open article</u> →

Before you collaborate

to do to get going.

Team gathering

the brainstorming session.

Learn how to use the facilitation tools

(†) 10 minutes

A littlebit of preparation goes a long way

with this session. Here's what you need

Define who should participate in the session and send an

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

Use the Facilitation Superpowers to run a happy and

invite. Share relevant information or pre-work ahead.

① 5 minutes Team leader Anand R Bharath R Devaganthan B Ezhilarasan V

## 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 problem statement]?

Key rules of brainstorming

Encourage wild ideas. Stav in tonic. Defer judgment.

Listen to others.

To run an smooth and productive session

Go for volume. If possible, be visual.

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

(†) 10 minutes

Brainstorm

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



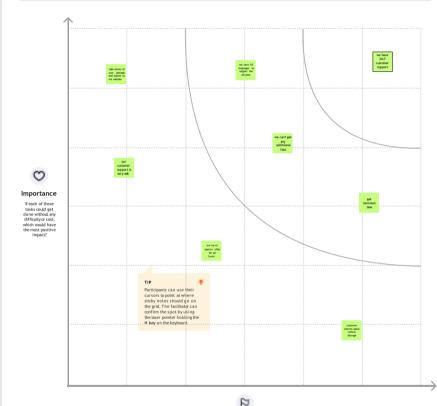






Group ideas Take turns sharing your ideas while clustering similar or related notes as you go. Once all sticky notes have been grouped, give each cluster a sentence-like label. If a cluster is bigger than six sticky notes, try and see if you and break it up into smaller sub-groups. ① 20 minutes we have best customer support

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. ① 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

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.

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

Feasibility Regardless of their importance, which tasks are more

feasible than others? (Cost, time, effort, complexity, etc.)

Share template feedback















