

Template



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. Here's what you need to know before you get started.

- Team gathering**
 Callers who should participate in the session and send an invite. Share relevant information in the work sheet.
- Set the goal**
 Think about the problem you'll be focusing on solving in the transformation session.
- Learn how to use the facilitation tools**
 Use the Facilitation Support powers to run a happy and

- 1 Define your**
What problem
problem is a
problem as a
focus of your
- 5 minutes**

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.



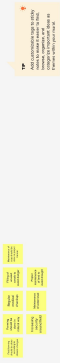
- 2** **Brainstorm**
Write down a
- 10 minutes

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



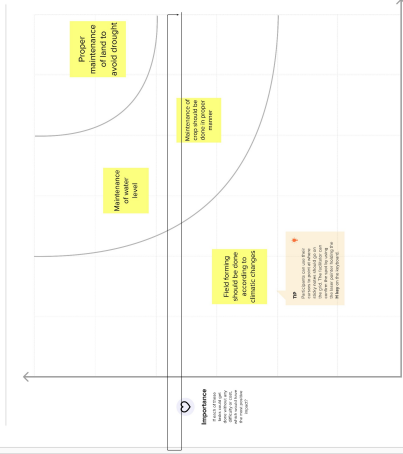
- 3 Group ideation**
Take turns sharing ideas. In the last 10 minutes, each group will share six sticky notes.

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 one article notes, you need more than one label. If you're unsure, ask for help.



- 4 Prioritize** Your team's forward. Prioritize which are the

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.



- After you collaborate
You can export the map
members of your company

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.

