

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

Share template feedback

Need some inspiration?

See a finished version of this template to kickstart your work.

Open example

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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 [your problem statement]?

Bad Health Habits

Managing Time

Friends and Family aren't support

Where To Start

Key rules of brainstorming

To run a smooth and productive session

Stay in topic.

Defer judgment.

Go for volume.

Encourage wild ideas.

Listen to others.

If possible, be visual.

Brainstorm

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

10 minutes

LAKSHMI RRABA V

Avoid too Many Liquid Calories

Avoid Nighttime Snacking

Avoid Skipping Breakfast

Don't Eat Quickly

Don't Get Enough Sleep

Don't Eat Too Many Video Games

Avoid Endless Snacking

Stay away from Eating Junk Food

Bad Health Habits

Managing Time

Friends and Family aren't support

Where To Start

ARTHY A

Where to START

Make a commitment to yourself

Create a vision board

Design your fitness program

Monitor your progress

Remember to stretch and cool down

Know your body

Assess your fitness level

Assemble your equipment

ARTHY A

Where to START

ABARNA S

Neglect bad connections

Find supportive people

Build over time

Make negative and set boundaries

Don't harbor conflict

Avoid parties with Friends

Create space and focus on yourself

Find support when you need it

ABARNA S

Where to START

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 can break it up into smaller sub-groups.

20 minutes

Avoid parties with Friends

Avoid too Many Liquid Calories

Schedule your workouts

Design your fitness program

Stay away from Eating Junk Food

Check in weekly

Monitor your progress

Make a commitment to YOURSELF

Create Space and focus on yourself

Listen to your body

Run your grocery trips

Find supportive people

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 can break it up into smaller sub-groups.

20 minutes

Feasibility

Regardless of their importance, which tasks are more feasible than others? (Cost, time, effort, complexity, etc.)

After you collaborate

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