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

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

A Team gathering
Define who should participate in the session and send an invite. Share relevant information or pre-work ahead.

B Set the goal
Think about the problem you'll be focusing on solving in the brainstorming session.

C 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]?

Key rules of brainstorming

To run an 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!

RAJKIRAN S S
User Feedback | Filtration based on services | Providing service on time | Customer Privacy | Providing Chatbox | Asking for Rating | Solution to Customer

SRIGOVINDH
Customer Satisfaction | Deals with Problem quickly | Listen Carefully to the queries | Tracking of Services | Filtration Based on details | Allocating Agent

KAMALESUWARAN D
Deals with problem quickly | Email Notification | Customer Satisfaction | Providing service details | Customer Queries | Agent details | Live chatbox

GURURAJAN
Notifying customer | Solution for Customer Issues | Security | Checking customer needs | Live chat | Providing Chatbox

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

TIP
Add customizable tags to sticky notes to make it easier to find, browse, organize, and categorize important ideas as themes within your mural.

CUSTOMER
Solution for customer needs | Notifying Customer | Providing Chatbox | Deals with problem quickly | Customer Queries | Providing service on Time | Solution to Customer

CHATBOX
Live chat | Providing chatbox

FEEDBACKS
Customer Satisfaction | User Feedback | Asking for Rating

INFORMATION
Email Notification | Listen Carefully to the queries

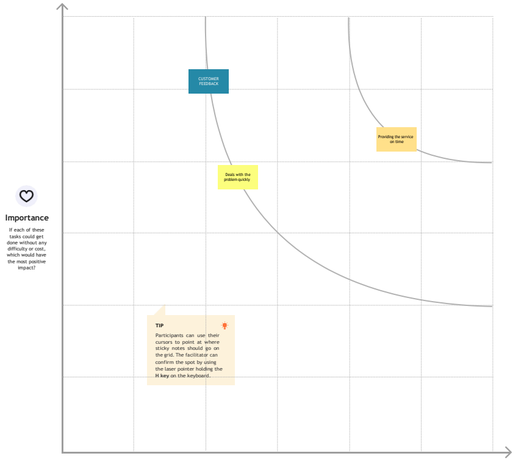
SECURITY
Security | Customer Privacy

SERVICES
Providing service on time | Filtration based on services | Tracking of Services | Allocating Agent | Providing service details | Agent details | Customer Queries

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

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

Need some inspiration?
See a finished version of this template to kickstart your work.
Open example