



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 →



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

A news-sharing app wants to help users find relevant and important news easily every day and also understand explicitly that the news is not fake but from proper sources. The user needs a way to get relevant news based on his choices so that the user does not have to spend a lot of time on searching news.



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.



Brainstorm

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

10 minutes

Abinash

Choose based on result	No ads	Regular updates
Reliable news	Simple UI	Regular updates
Reliable	Personal Preference	News Sharing

Anbumanikandan

Security: High and information	Market trends tracking	Reliable only the information given need
Health tracking	Easy to access the news	Worldwide news updates
Staying on top of the trends	Notification alerts	Search Option

Vikram

Brand and Time	Personal Preference	Competitive
Reliable with important sources	News from reliable sources	Competitive analysis
Reliable through all devices	Content and focused	Get only trusted sources

Karuppaiya

Focus on need	Bookmark news	Filter out news irrelevant and short
Instant updates	Track news when user not online	Should save time
Ad-free news	High-quality content	Customized content

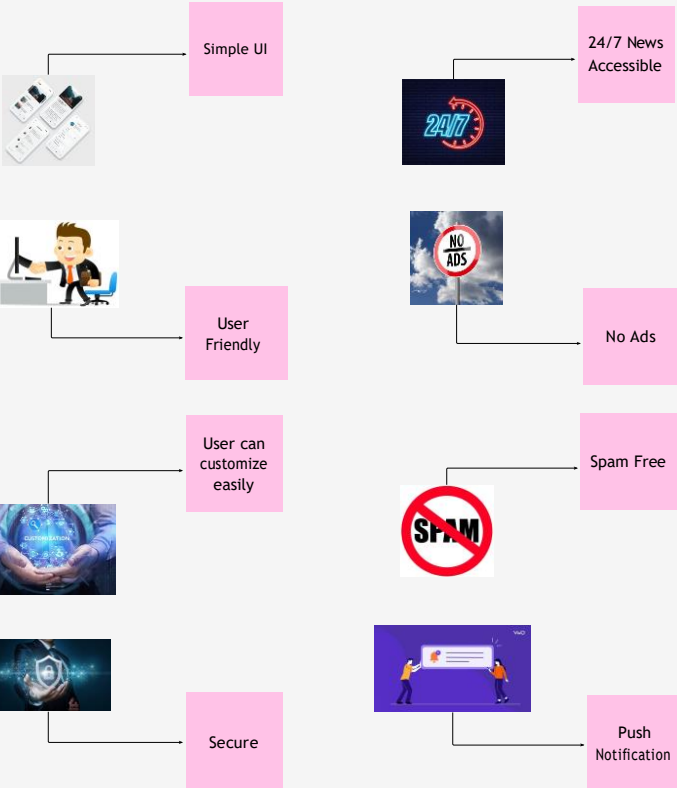
TIP
You can select a sticky note and hit the pencil icon to start drawing!



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 can break it up into smaller sub-groups.

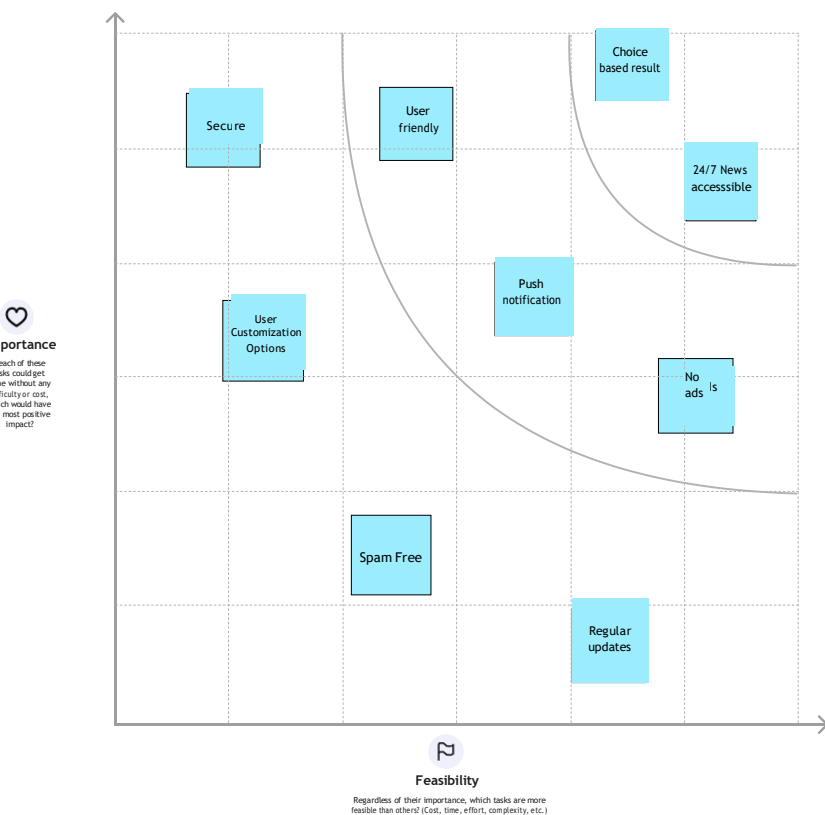
20 minutes



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.

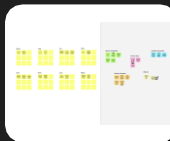
Quick add-ons

- 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 the template to kickstart your work.

Open example →

