

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 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.

8 Set the goal

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

Use the Facilitation Superpowers to run a happy and productive session.







De fine your problem statemen t

What problem are you trying to softe? Frame your problem as a How Might We statement. This will be the focus of your brainstorm.









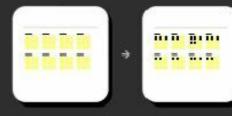
Brainstorm

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











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.

A 20 minutes



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

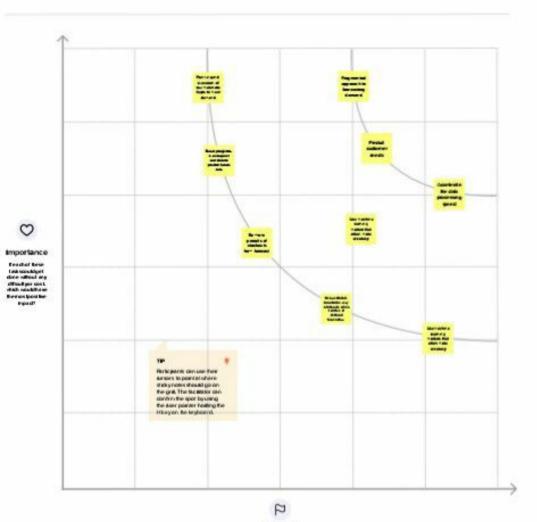




Rioritize

Your team should at be on the same page about what's important moving forward. Place your ideas on this grid todetermine which deas are important and which are feasible.

© 30 minutes







Regardless of their aportions, which had save every teacher than others? (Cost. Mrs., effort completely, etc.)







