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.

15 minutes to prepare g 1 hour to collaborate

2-10 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.

0 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

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.

0 5 minutes

How might we [your problem statement]?

Key rules of brainstorming

Listen to others.

Go for volume. If possible, be visual.

To run an smooth and productive session Stay in topic. Encourage wild ideas. Defer judgment.

10 minutes

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

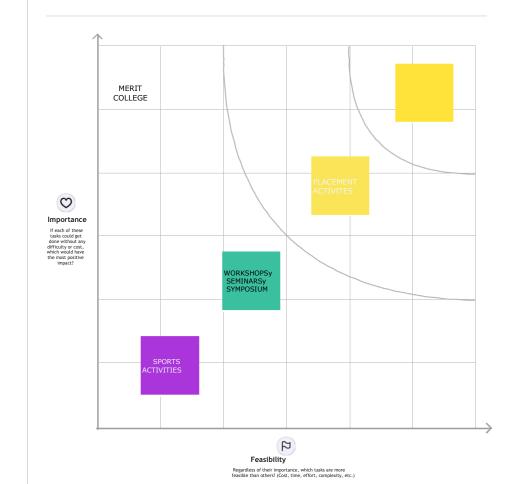
sticky notes, try and see if you and break it up into smaller sub-groups.

① 20 minutes

FEATURES OF COLLEGE FACILITIES FOR STUDENTS 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.

① 20 minutes



members of your company who might find it helpful.

After you collaborate You can export the mural as an image or pdf to share with

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

Define the components of a new idea or strategy.

Open the template

Customer experience journey map Understand customer needs, motivations,

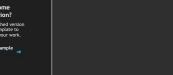
and obstacles for an experience.

Strengths, weaknesses, opportunities & threats Identify strengths, weaknesses, opportunities, and threats (SWOT) to develop a plan.

Open the template

Share template feedback











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















