



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

1

Brainstorm

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

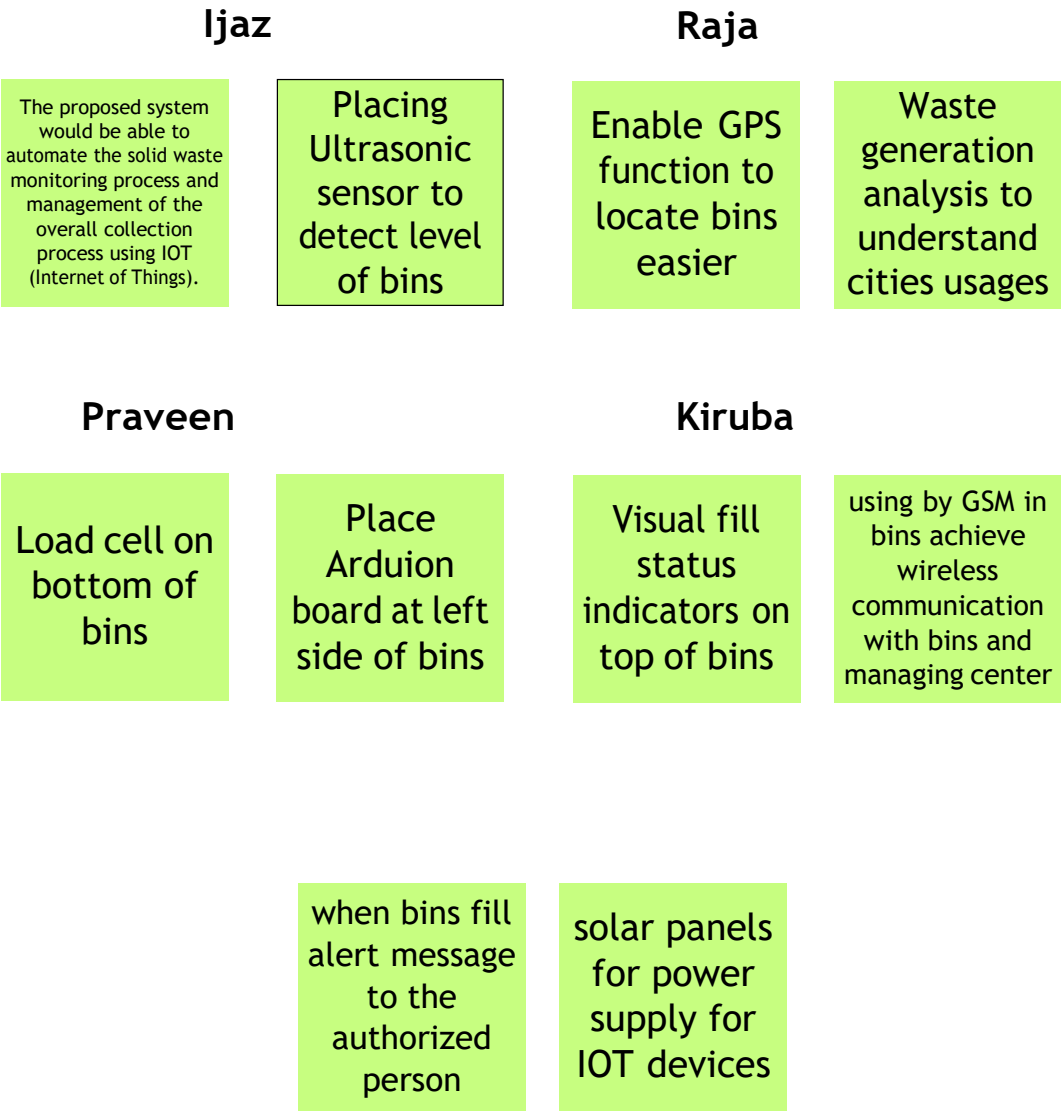
🕒 10 minutes

**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.

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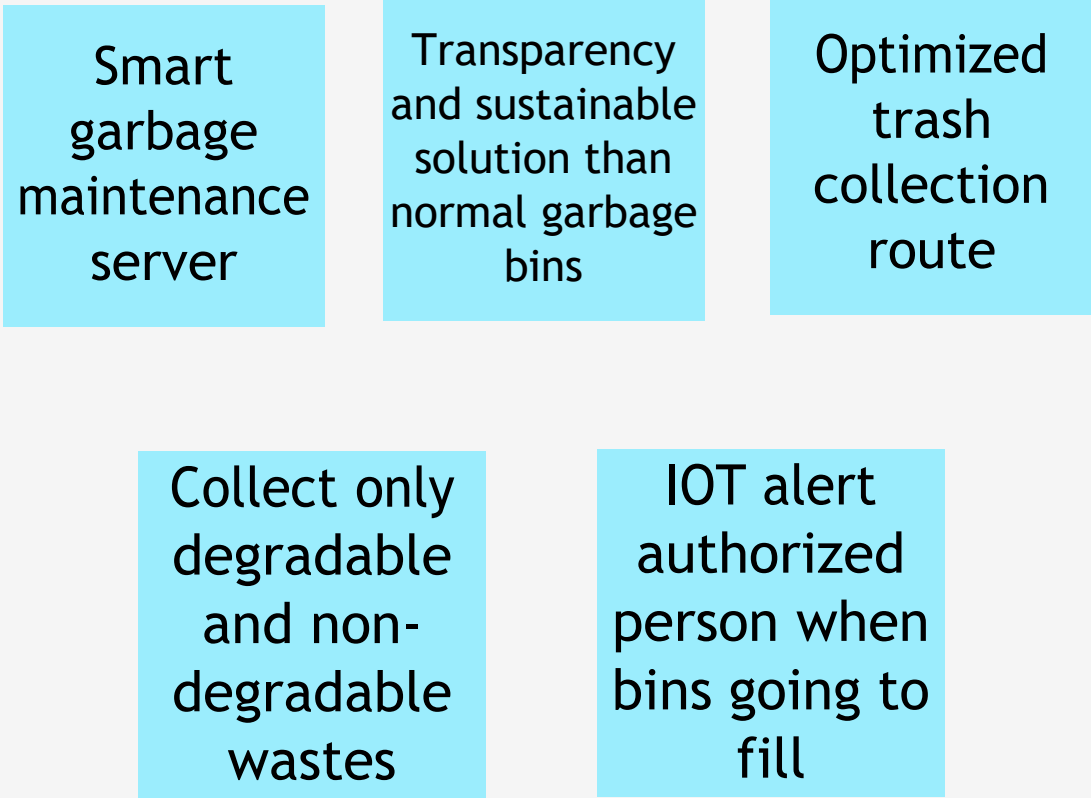


2

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 and break it up into smaller sub-groups.

🕒 20 minutes



3

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

