



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](#)



Need some inspiration?

See a finished version of this template to kickstart your work.

[Open example](#)



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.

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

MONITORING

MONITORING A HIGH DEMAND PRODUCT

MANAGE YOUR SALES ORDER WITH PRE DEFINED FILTERS

MONITORING THE GOODS SALES PER DAY

MONITORING LOW SELLING PRODUCT

MONITORING THE GOODS SALES PER DAY

TRACKING

CUSTOM VIEW FOR PRODUCT TRACKING

RETAILER CAN SHIPING AND TRACKING THERE PRODUCT

WAREHOUSE BATCH NUMBER TRACKING

TRASFER THE ORDER FORM ONE WARE HOUSE TO ANOTHER

PRODUCT SERIAL NUMBER TRACKING

ANALYSING

ANALYSING A LOW SELLING PRODUCT

ANALYZE YOUR PURCHASE ORDER

ANALYZE SALES ORDER REPORT

BY PROVIDEING OFFER PRICIE FOR A PRODUCT BEFORE PRODUCT GET EXPIREY

ANALYSING A HIGH SELLING PRODUCT

IDENTIFYING AND ANALYSING THE BEST DEALER

PROCESSING PRODUCTS

UTOMATICALLY ORDER PLACED TO SELLING COMPANY

HOW MUCH PRODUCT WAS PURCHASE IN A MONTH AND WEEK

EXPLORING SEASSON DEMAND PRODUCT

CUSTOMER INFO

CUSTOM VIEW FOR PRODUCT TRACKING

RETIALER CAN TRACK THE CUSTOMER STATUS

MAINTAIN THE CUSTOMER DETAILS

PROVIDEING CUSTOMER FEEDBACK SYSTEM SERVICE

PAYMENT/EMI

VENDOR CAN EASILY PAY THE AMOUNT TROUGH ONLINE PAYMENT

PROVIDE EMI FACILITY TO VENDOR

USING FILTERS

MANAGE YOUR SALES ORDER WITH PRE DEFINED FILTERS

ANALYSIS SUPLIER PERFORMANCE

GROUPING

ITEAM DETAILS GROUPING AND BUNDLING

EASY ACCESS

VIEW ALL ITEMS IN ONE PLACE

AD

ADVERTISING OFFER ITEAM DETAILS

RECIPT GENERATOR

GENRATE RECEIPT FOR A SALE PRODUCT

TIP

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

Prioritize

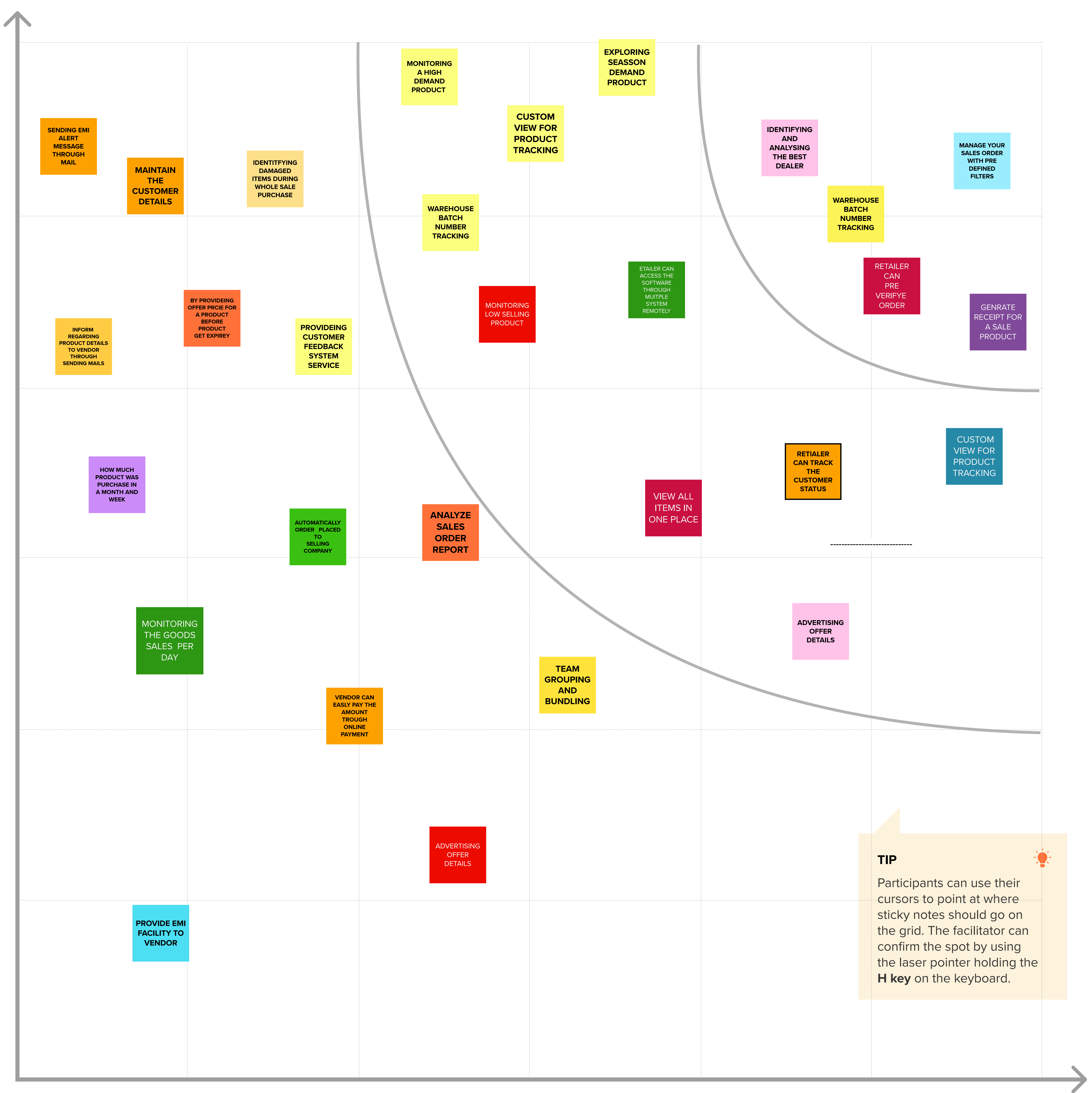
Your team should all be on the same page about what's important moving forward. Place your ideas on this grid to determine which ideas are important and which are feasible.

20 minutes

Use sticky notes to place ideas on the grid. Use the grid to find, sort, and group ideas as a group.

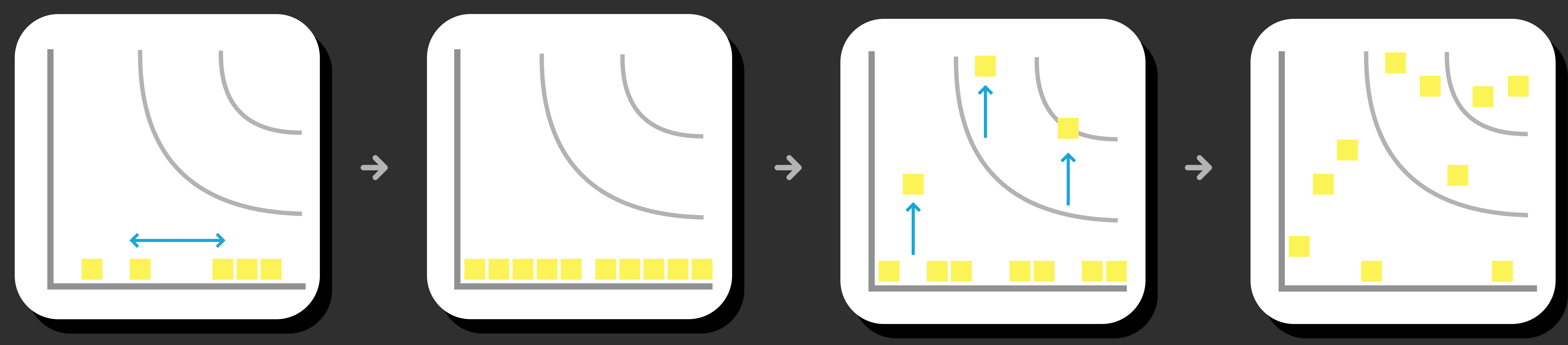
Importance

If each of these tasks could get done without any difficulty or cost, which would have the most positive impact?



Feasibility

Regardless of their importance, which tasks are more feasible than others? (Cost, time, effort, complexity, etc.)





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](#)