

Before you collaborate

A little bit of preparation goes a long way with t session. Here's what you need to do to get goi

10 minutes

Brainstorm

& idea prioritization

Use this template in your own Team gathering brainstorming sessions so your team Define who should participate in the session and send can unleash their imagination and invite. Share relevant information or pre-work ahead. start shaping concepts even if you're not sitting in the same room.

10 minutes to prepare I hour to collaborate

B Set the goal Think about the problem you'll be focusing on solving the brainstorming session. 2-8 people recommended

> Learn how to use the facilitation tools Use the Facilitation Superpowers to run a happy and productive session.

> > Open article →

Define your problem statement

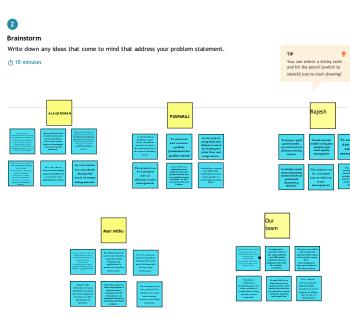
What problem are you trying to solve? Frame your problem as a How Might We statement. This will be the focus of your brainstorm.

① 5 minutes

How might we [your problem statement]?

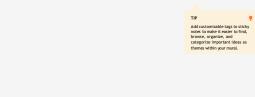
Key rules of brainstorming To run an smooth and productive session Stay in topic. - Encourage wild ideas.

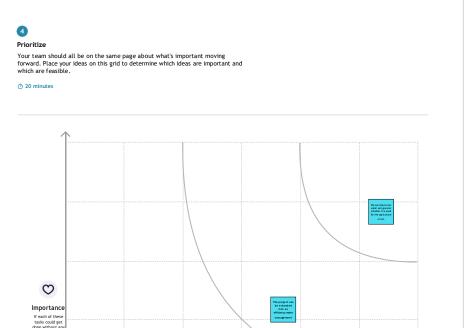


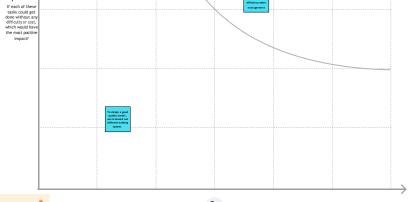














Feasibility Regardless of their importance, which tasks are more feasible than others? (Cost, time, effort, complexity, etc.)













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



Define the components of a new idea or strategy.

Open the template →



obstacles for an experience. Open the template >

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

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