

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



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.

① 10 minutes

Team gathering

Set the goal

Define who should participate in the session and send an invite. Share relevant information or pre-work ahead.

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

the brainstorming session.

Learn how to use the facilitation tools

Use the Facilitation Superpowers to run a happy and

Open article →

productive session.



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.

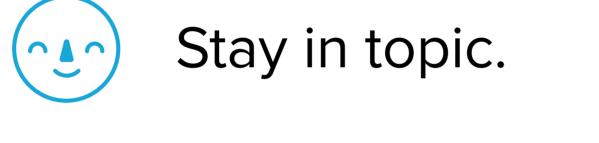
5 minutes

HealthHub Medical Clinic, a
healthcare facility, relies on Zoho
Books to manage patient billing and
invoicing. They can track medical
service fees, manage insurance
payments, and generate statements
for patients. Zoho Books helps them
maintain financial transparency and
ensures efficient billing
processes.



Key rules of brainstorming

To run an smooth and productive session





Encourage wild ideas.





Listen to others.



Go for volume.



If possible, be visual.



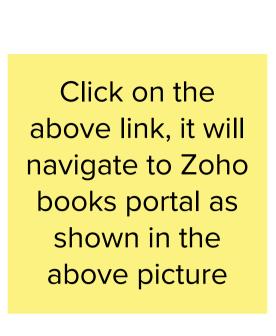
Brainstorm

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

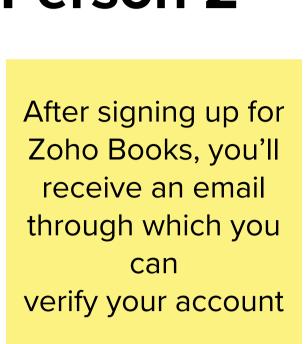
① 10 minutes

You can select a sticky note and hit the pencil [switch to sketch] icon to start drawing!

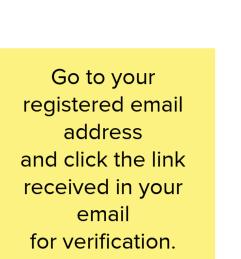
Person 1



Person 2



Person 3

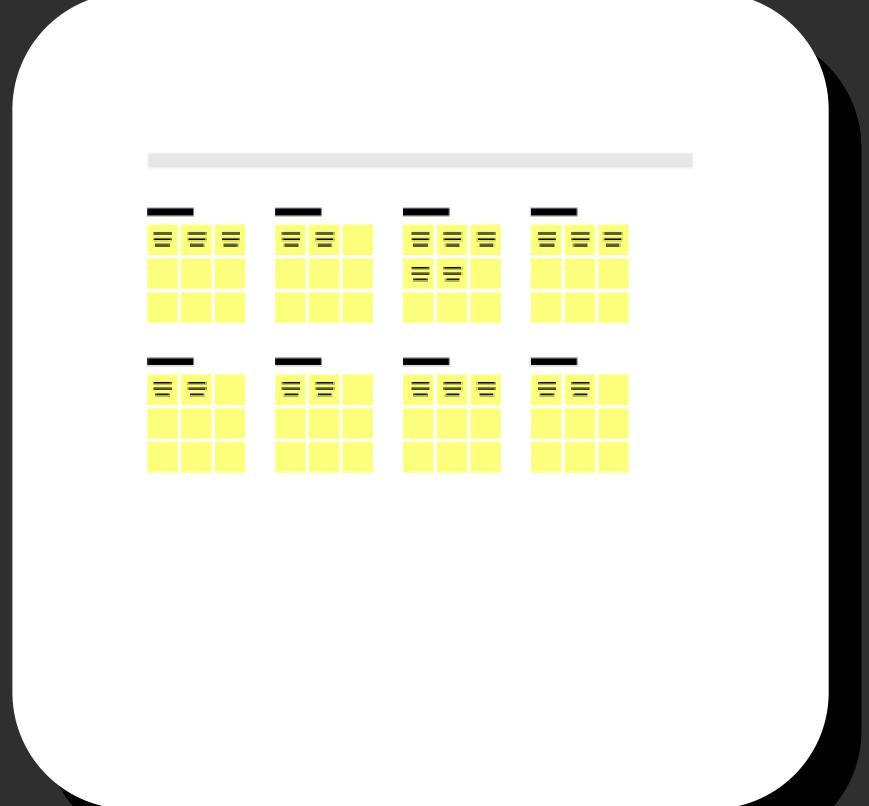


Person 4



Person 6







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.

① 20 minutes

TIP



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

To accomplish this, we have to complete all the activities listed below, Set up your account o Sign up for a Zoho Books account and log in o Introduction o Lets Get Started Services o Creation o Review Vendors o Vendor Creation o Review Vendors list and details Purchases o Purchase order Creation (PO) o PO to Bill Convertion o Purchase Bills Creation o Payment Marking to Purchase Bills Customers o Customer Creation o Review Customers list and details Sales o Sales Order Creation (SO) o SO to Invoice Convertion o Sale Invoice Creation o Receipt marking to Sale Invoice Banking o Adding Bank Account New Accounts & Ledgers o Creation of New Accounts & Ledgers Journal Entries o Recording Journal Entries Expenses o Recording Expense Bills Bank Transactions o Recording Bank Transactions Financial Reports o Balance Sheet o Profit and Loss o GSTR-3B o TDS Reports o Journal Reports o Accounts Receivables o Accounts Payables



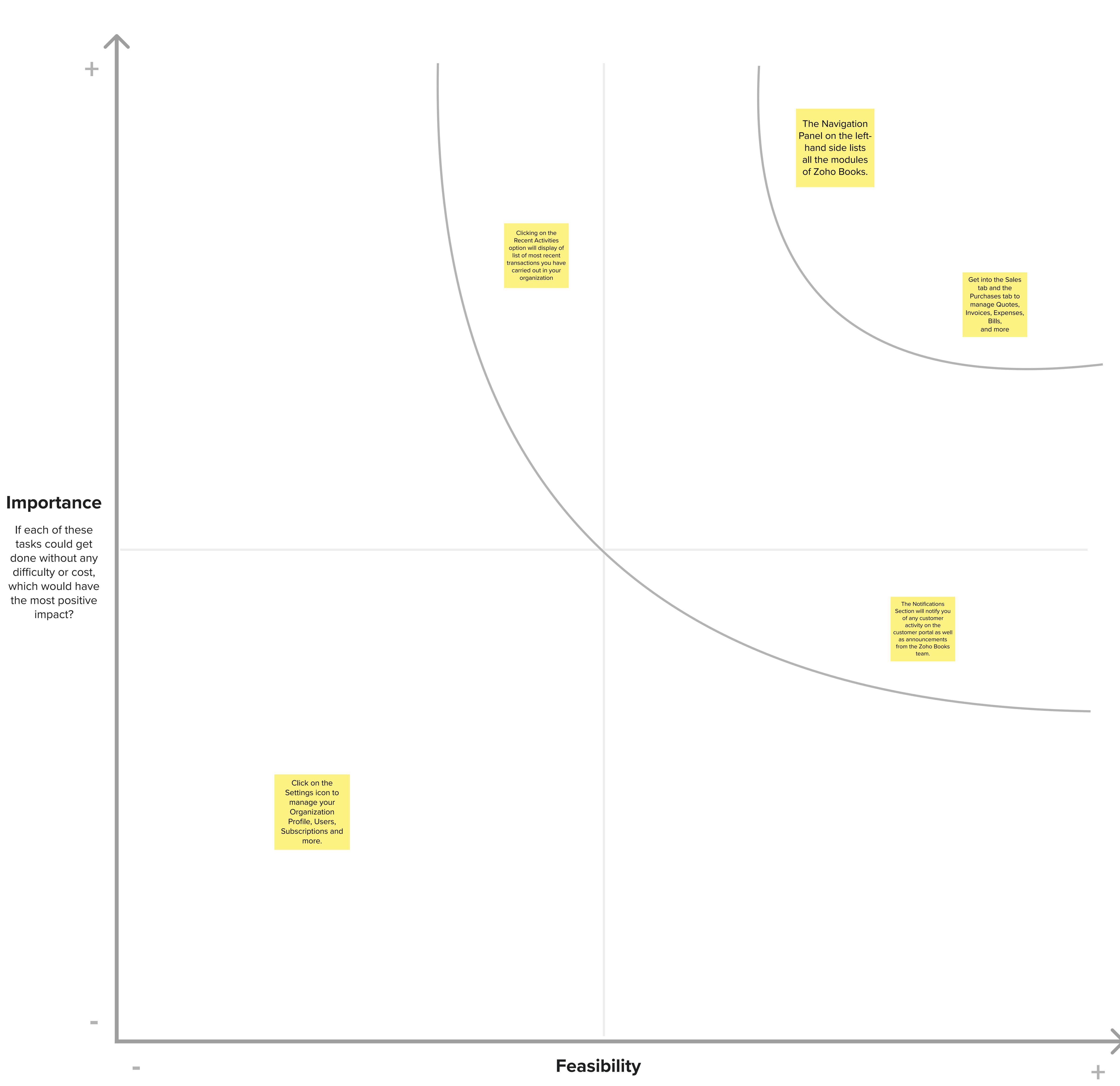
Prioritize

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.

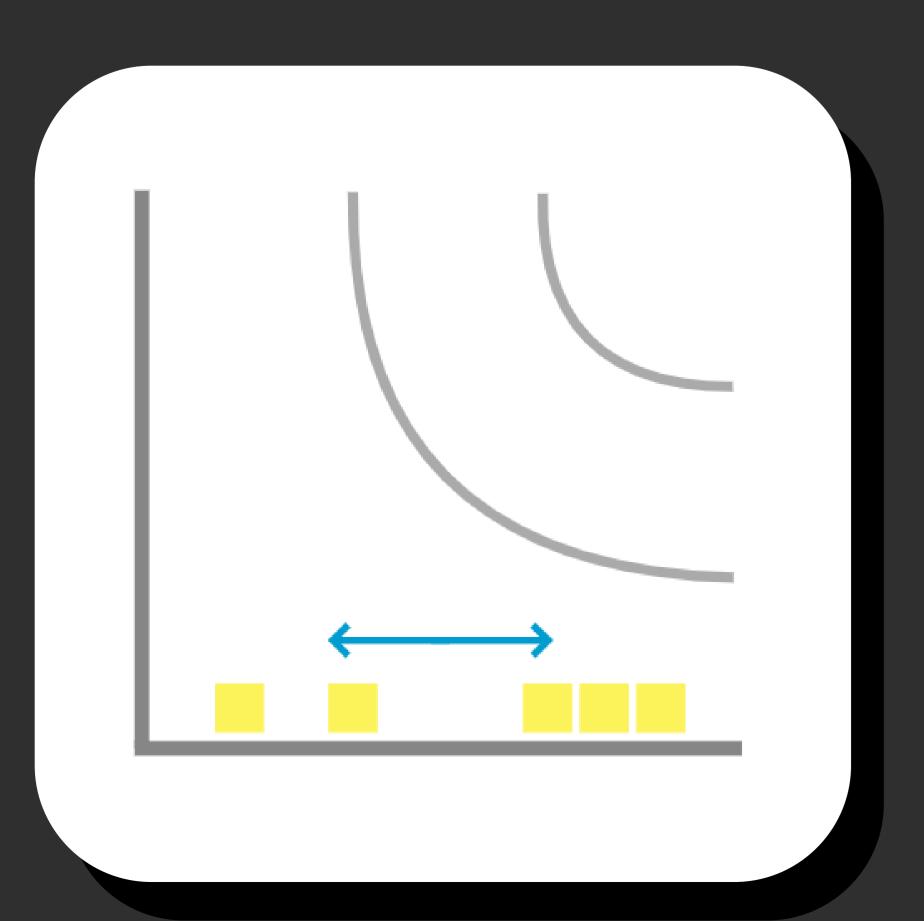
① 20 minutes

TIP

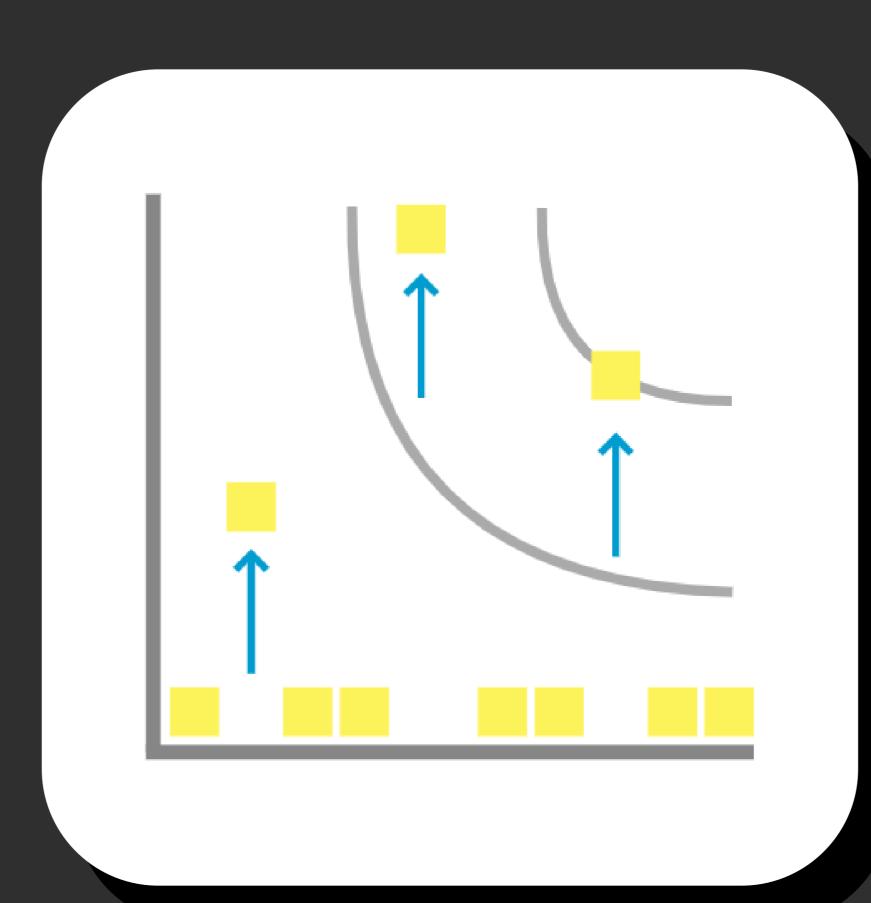
Participants can use their cursors to point at where sticky notes should go on the grid. The facilitator can confirm the spot by using the laser pointer holding the **H key** on the keyboard.



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

Share the mural

Share a view link to the mural with stakeholders to keep them in the loop about the outcomes of the session.

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