

### 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



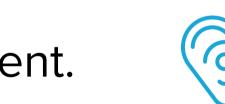
How might we reduce the



#### Key rules of brainstorming

To run an smooth and productive session









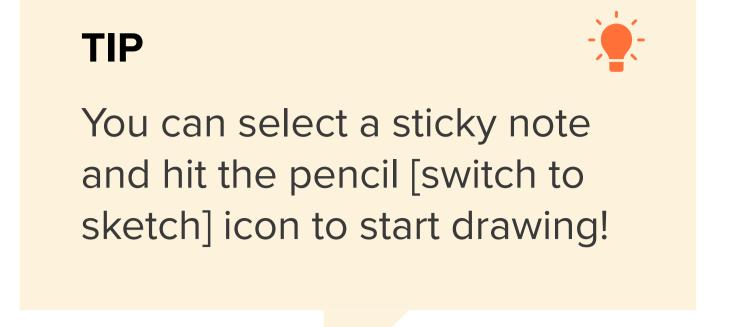




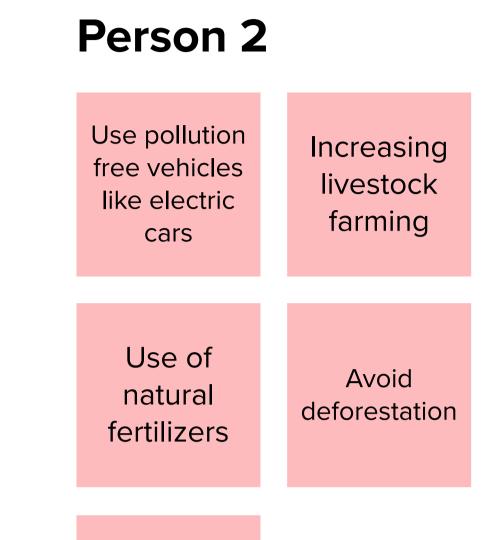
## Brainstorm

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

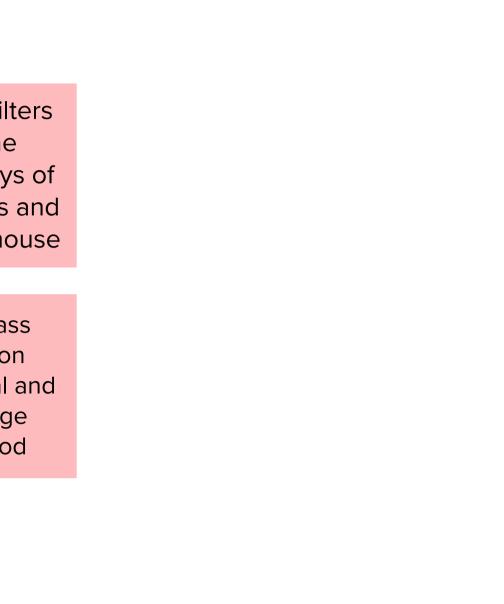
① 10 minutes



Person 1	
Plant trees	Reduce use of non degradable wastes
Avoid dumping of e-waste	Avoid burning of coal, oils, etc



Person 3



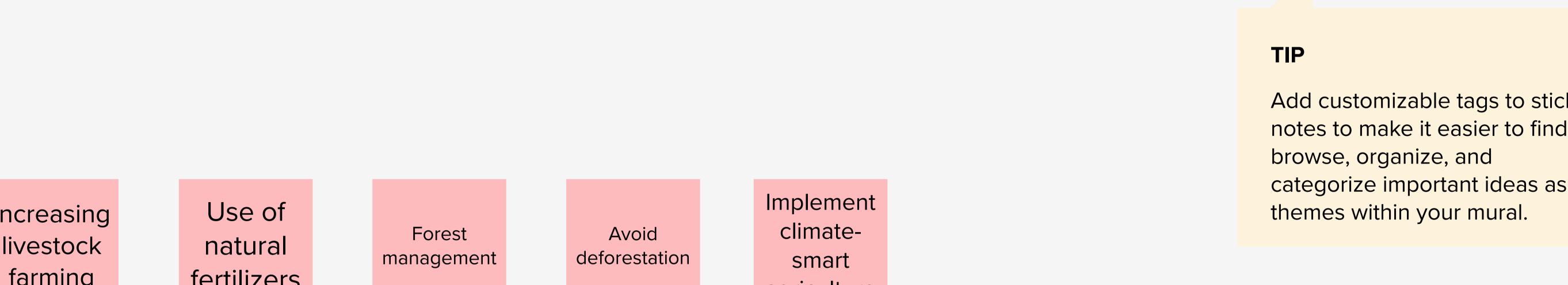
Person 4



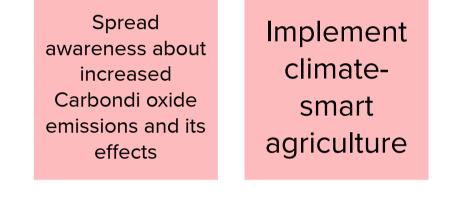
# Group ideas

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.

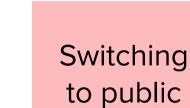
① 20 minutes













Prioritize

① 20 minutes

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.

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



