

HOW TO USE

1. Print out a page for each participant, double sided.
2. Use the back to make notes.
3. Use in any order, but start and end with the blue process card.
4. Hold up a card and use the prompts to focus the discussion on this topic only for the next few minutes until a new card is held up.
5. If someone derails the conversation hold up the parking lot card or take a short break with the time-out card.

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PROCESS

SUMMARIES,
CONCLUSIONS & DECISIONS



FACTS

EXCLUSIVE FOCUS
ON INFORMATION

What do we want to achieve?
What do we want the outcome of this meeting to be?
What are the next most important steps?

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What do we know?
What are people saying?
What information do we need?
How can we get it?

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RISKS

JUDGEMENT &
CAUTION



FEELINGS

FREE EXPRESSION OF
EMOTIONS WITHOUT JUDGEMENT



BENEFITS

SEEK OUT BENEFITS
& VALUE

What risks are associated with this?
What should we be cautious about?
What could go wrong?

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What is your gut telling you about this?
What do you feel about this?
Do you have any hunches that might be useful to look at?

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What are the benefits?
How can it be useful?
How can it be valuable?
How can this idea made to be more workable?

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CREATIVE

PRODUCE ALTERNATIVES &
NEW IDEAS

TIME-OUT

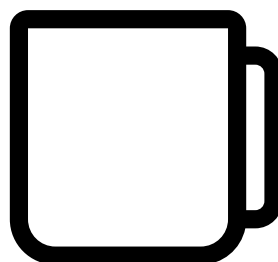
TIME FOR A BREAK

PARKING LOT

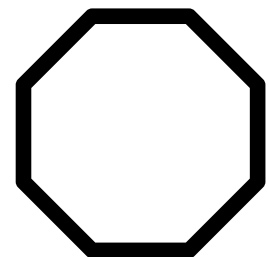
IMPORTANT BUT FOR ANOTHER
TIME OR DISCUSSION

What haven't we tried yet?
How can we make it interesting?
How can we make it unique and different?

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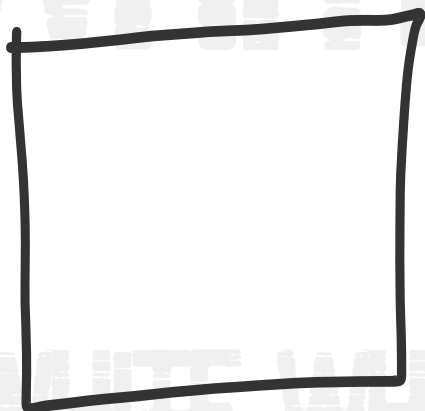


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FACTS

EXCLUSIVE FOCUS
ON INFORMATION

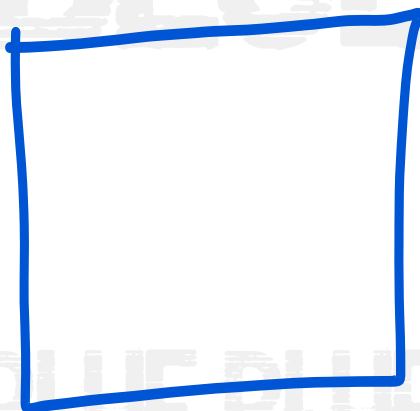


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PROCESS

SUMMARIES,
CONCLUSIONS & DECISIONS

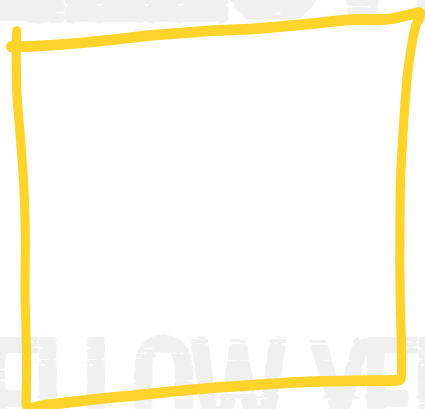


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BENEFITS

SEEK OUT BENEFITS
& VALUE

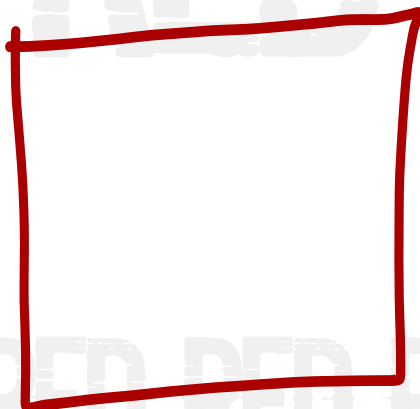


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FEELINGS

FREE EXPRESSION OF
EMOTIONS WITHOUT JUDGEMENT

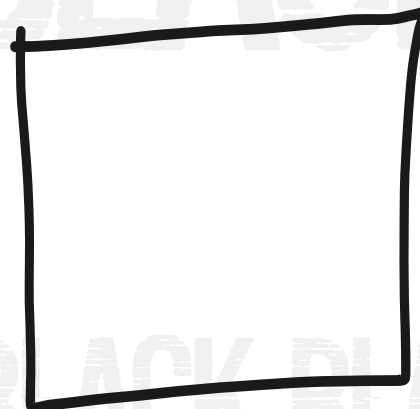


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RISKS

JUDGEMENT &
CAUTION



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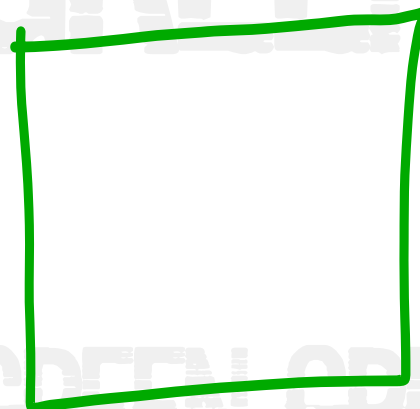
HAVING FUN?

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CREATIVE

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NEW IDEAS



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