



3 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.

30 minutes

Tip
You can rotate a sticky note and use the back (which is blank) to add more ideas.

Tip
Add extra sticky notes to sticky notes to make a cluster or link ideas together and organize important ideas as themes within your topic.

4 Prioritize

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

30 minutes

