



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




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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.

 **10 minutes**

A

Team gathering

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

B

Set the goal

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

C

Learn how to use the facilitation tools

Use the Facilitation Superpowers to run a happy and productive session.

[Open article](#)



1

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

PROBLEM

How might we [your
problem statement] at
salesforce ?



Key rules of brainstorming

To run an smooth and productive session



Stay in topic.



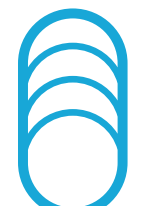
Encourage wild ideas.



Defer judgment.



Listen to others.



Go for volume.



If possible, be visual.

Brainstorm

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

 10 minutes

TIP



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

Person 1

During an interview, many interviews like to ask the questions about the company.

Make sure to highlight the reason it is beneficial for the people to work for the company.

Every employee probably has different ideas of what is best about the company.

Person 2

Employers ask this question for a variety of reasons.

They might want to know that you are organized and can do all of your work in the allotted time.

Even employers who do not except in death work on projects after business hours may want employers to frequently check e-mail from home.

Person 3

Steady: A moderate pace that offers consistence work.

Peak: A fast pace in which clients or management require many tasks from you.

Slow: A relaxee pace in which you have little or no current tasks.

Person 4

Effective communication is the most important part of team work.

Ownership is key when ensuring that each team member fees as if they belong within the greater team.

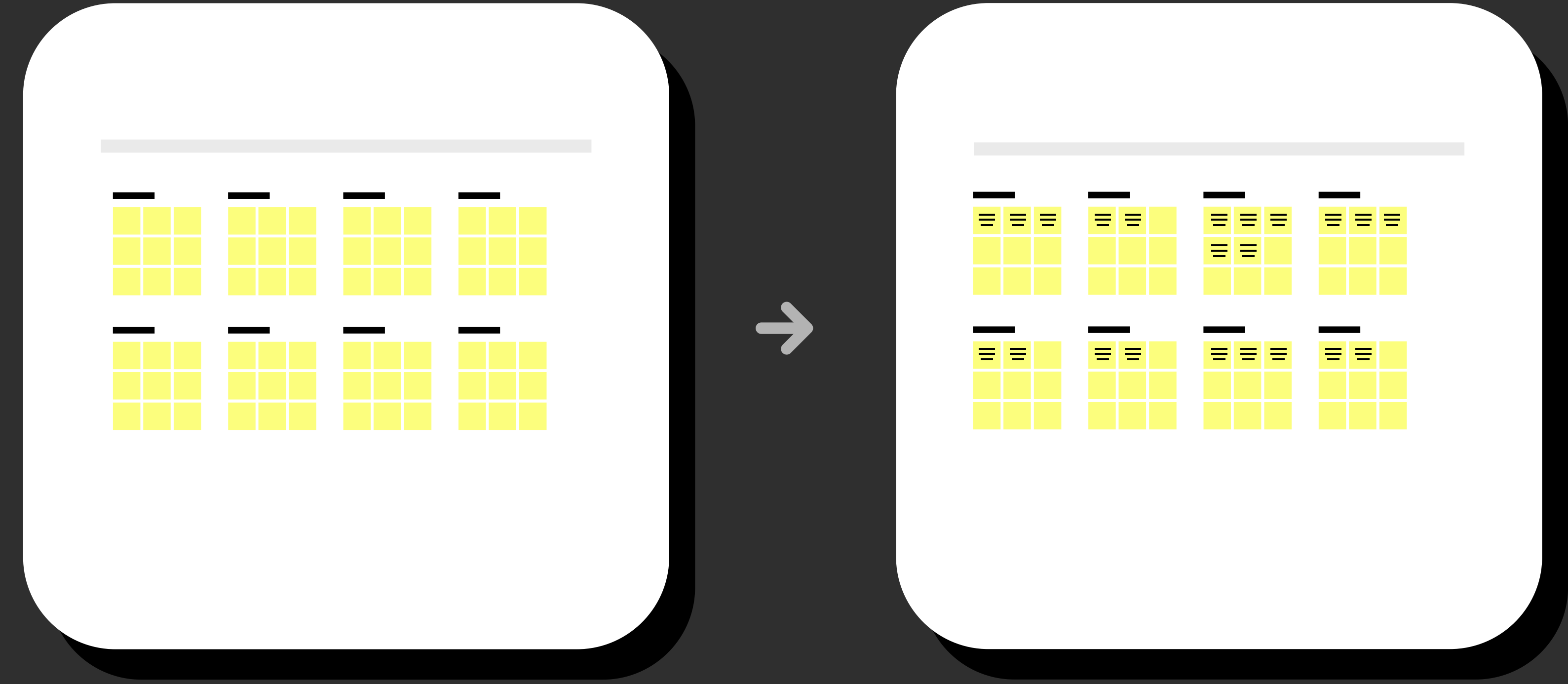
All workspace provide challenges but having strong team environment in place can act as a support mechanism for staff members.

Person 5

Person 6

Person 7

Person 8



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.

 20 minutes

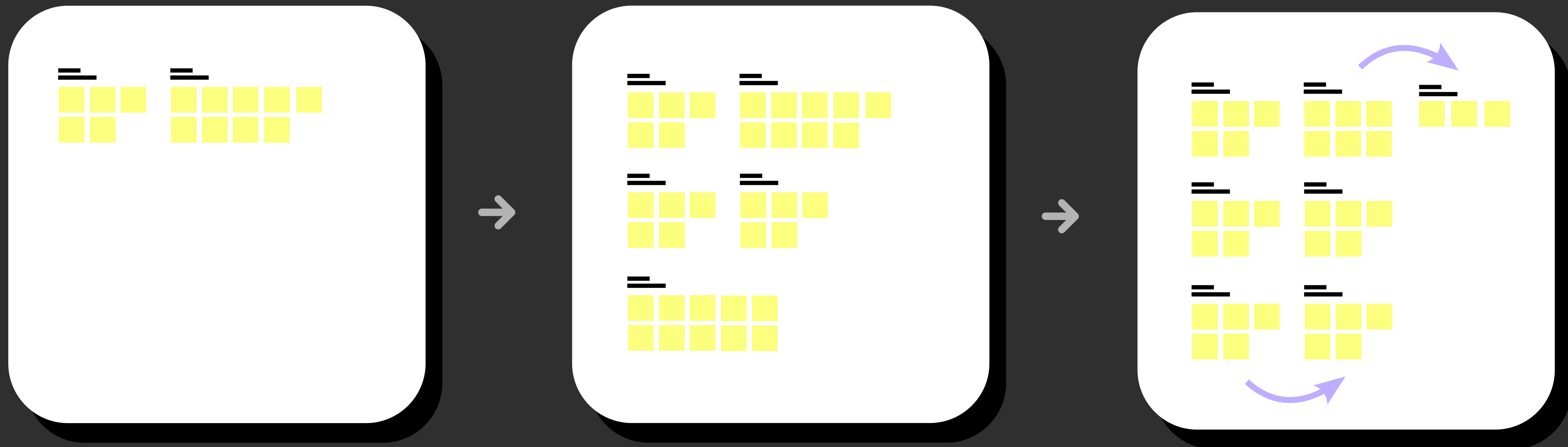
Retail Management In Different Questions

- During an interview, many interviews like to ask the questions about the company.
- They might want to know that you are organized and can do all of your work in the allotted time.
- Peak: A fast pace in which clients or management require many tasks from you.
- All workspace provide challenges but having strong team environment in place can act as a support mechanism for staff members.

TIP



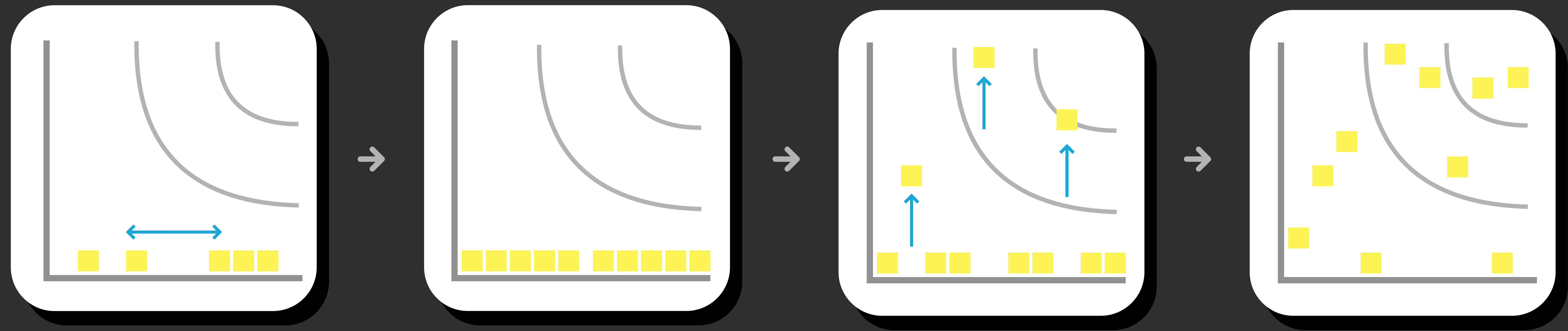
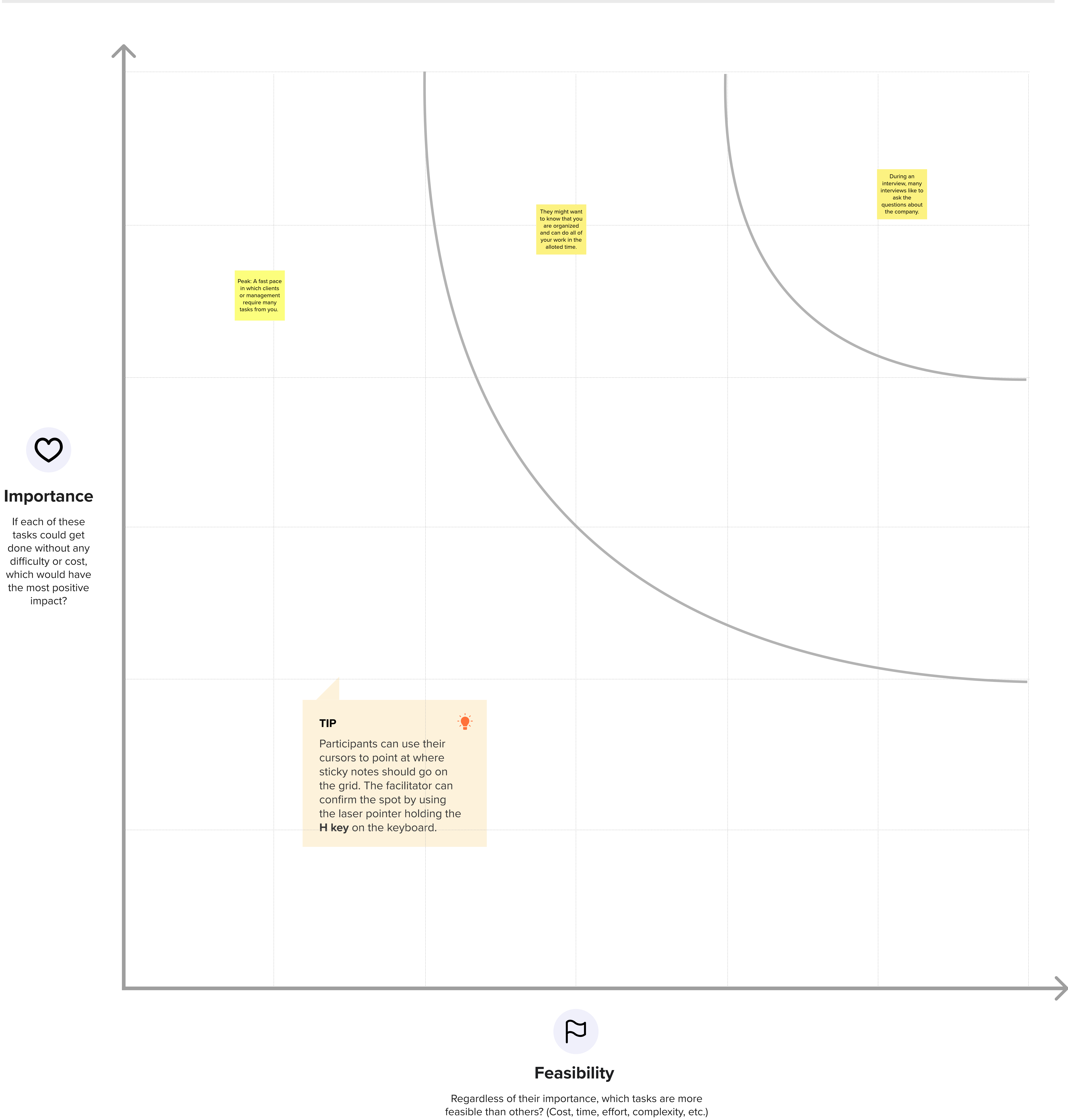
Add customizable tags to sticky notes to make it easier to find, browse, organize, and categorize important ideas as themes within your mural.



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.

🕒 20 minutes





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

- 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 →](#)

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