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.

🔀 **1 hour** to collaborate **2-8 people** recommended

Before you collaborate

A little bit of preparation goes a long way with this session. Here's what you need focus of your brainstorm. to do to get going. **10** minutes

5 minutes

Team gathering Define who should participate in the session and send an invite. Share relevant information or pre-work ahead. Set the goal Think about the problem you'll be focusing on solving in

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

Learn how to use the facilitation tools

the brainstorming 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

PROBLEM How might we your problem statement?

– Encourage wild ideas. Defer judgment. Charter Listen to others.

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. 10 minutes

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

using select Mailchimp template based on Champaign Champaign Coffee Shop Champaign Cha

† 20 minutes

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. browse, organize, and

Add customizable tags to sticky notes to make it easier to find, 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.

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.

Quick add-ons

might find it helpful.

Share the mural Share a E-MAIL CHAMPAIGN to the mural with stakeholders to keep them in the loop about the outcomes of the session.

After you collaborate

You can export the mural as an image or pdf

to share with members of your company who

Export the mural Export a copy of the mural as a PNG or HTML 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.

Share template feedback

sign up wi Importance tasks could get done without any difficulty or cost, which would have the most positive Regardless of their importance, which tasks are more feasible than others? (Cost, time, effort, complexity, etc.)





























