

Note-Storming

Nothing has revolutionized meeting facilitation as much as the sticky note! They come in myriad shapes, colors and sizes. Use them to get and organize input, especially from larger groups. Use them to go for quantity of ideas.



Note-storming is a broad term for using sticky notes to brainstorm, generate ideas and gather input.

BEST PRACTICES:

- ✓ MOST IMPORTANT – No judging, censoring, evaluating (positive or negative), discussing “how to,” implementation or feasibility of ideas. Keep it pure, creative thinking.
- ✓ Allow participants 1-2 minutes of individual thinking time on a question or statement, e.g. Generate as many ideas as you can on improving our vendor selection process.
- ✓ One idea per sticky note.
- ✓ Participants say their idea out loud and then post or hand to facilitator or “gatherer.”
- ✓ Participants discard ideas that are a duplicate of one already offered by another participant.
- ✓ Allow each participant to submit at least one idea before a free-for-all ensues.
- ✓ Encourage participants to build on ideas, connect ideas and group ideas together.
- ✓ Have a plan for how to organize and evaluate the ideas, either in the meeting or as a follow-up process.
- ✓ Be sure to close the loop with participants if ideas move to another stage without their active participation.

Affinity Grouping – Look for the core concepts that tie ideas together in order to group ideas for further work.

Dot Voting – Use sticky dots or marker dots as a way to collaboratively prioritize ideas using any criteria. Examples: ideas you think are potential quick wins, ideas you have the most enthusiasm to pursue, ideas you think are the most “out of the box,” etc.

