

BRAINSTORM PLANNER

If you are not used to doing brainstorming sessions, use this checklist to plan the session. Check back afterward to think about how it went.

Topic/question: _____ Date: _____

GETTING READY

- ☐ Topic question clear and specific
- ☐ Place for writing responses (board, easel/pad, paper)

GETTING STARTED

- ☐ Guidelines clear and understood by all:
 - Participants can say whatever response comes to mind.
 - Responses are recorded without judgment. There are no right, wrong, or silly responses.
 - The more responses, the better.
- ☐ Timekeeper, recorder (to write responses), and facilitator (to make sure all responses are heard) selected

LOOKING BACK

- ☐ Question was well understood
- ☐ Question needed too much explanation; should be re-worded
- Time limit:** ☐ Reasonable ☐ Needed more ☐ Too much
- ☐ Participants responded well, lots of answers ☐ Relaxed, comfortable feeling
- ☐ Too quiet, limited responses ☐ Participants shy; need encouragement
- ☐ Question needs re-wording ☐ Need more conversation beforehand
- ☐ Out-of-hand shouting ☐ Need better facilitation
- ☐ Responses useful ☐ Everyone could see response list
- ☐ Session led to next step ☐ I thought the process was useful
- ☐ Participants seemed to find process interesting/helpful/useful.

Comments/Revisions to Make _____

