**BrainWriting – Template**

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| **1. Select a group of employees, arrange for them to sit in a circle, and provide them each with a sheet of paper.** |
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| **2. Ask them to write down three ideas in relation to a business issue or problem over the course of three minutes. Once this time has elapsed ask them to pass their sheet to the next person.** |
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| **3. Request that the person to whom the sheet is passed write additional ideas or build upon those formulated by the person previous to them. Allow three minutes, prior to passing the sheet again to the next person.** |
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| **4. When every participant in the exercise has made a contribution to each sheet once, the sheets are collected and displayed. This forms the basis for a group discussion.** |
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