

## **Best Practices Manual: Section VI—Best Practices for Brainstorming and Making Good Decisions**

To a certain extent, brainstorming and making good decisions go hand-in-hand. Coming up with a plan, new idea or process can take the creative minds of several individuals focused on solving a problem. The process of brainstorming is to help creatively solve problems—executing them, however, requires the ability to be able to make good decisions and discern potential obstacles or consequences of decisions and their opportunity cost.

### **Brainstorming:**

**1.) Encourage Creativity** – When brainstorming with a group, it is important that creativity is encouraged in the problem-solving process. This is generally the reason for brainstorming to begin with—to come up with a creative solution to an issue or problem that currently doesn't have a solution—or has an unfavorable solution.

**2.) Encourage Participation** – Much like practice 1, it is important that all members of the brainstorming group contribute their ideas. In a brainstorming group, although some ideas may seem silly, mildly unrelated or unfavorable (which they very well may be), these ideas may be the spark one of the other group members needs in their mind to ignite the true creative solution you're all searching for.

**3.) Include Multiple People** – Now it's important to include multiple members in the brainstorming group, but it is also important to note that bigger is not always better. While we want to have multiple points of view, opinions and creative minds, we also need to keep in mind that the group should be small enough to be able to communicate effectively with each other and move from idea to idea with enough haste, so everyone is able to contribute effectively.

**4.) Entertain Multiple Ideas** – When brainstorming, it's imperative that multiple ideas are entertained. If a possible solution to the issue at hand is posited, and it seems to be a plausible solution, it should be recorded, and brainstorming should continue. In the end, should that idea not pan out the way the group thought, it would be helpful to have a backup plan or idea that would also work, rather than reconvening the brainstorming group to start all over.

**5.) Keep an Open Mind & Seek Clarity** – All members of the brainstorming group will have their own experiences, opinions, points of view and personal beliefs; this is what makes a brainstorming group so powerful. Keeping an open mind during a brainstorming session with other people is certainly an important aspect. Perhaps an individual who works with a different system than you that you're unfamiliar with has a solution they're confident will work. Well, you don't know how that system works, how can you be sure? It's important to keep an open mind, ask questions and seek clarity.

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