

## Instructions for Brainwriting

1. During this idea generation technique participants do not talk to each other, write your ideas.
2. Each person has a Brainwriting form and an extra form is in the middle of the table.
3. Observe the four brainstorming rules:
  - a. Criticism is ruled out. Adverse judgment of ideas must be withheld.
  - b. Freewheeling is welcome. The wilder the idea, the better. It is easier to tame down than to think up. Do not be afraid to say anything that comes to mind. This will stimulate more and better ideas.
  - c. Quantity is wanted. The greater the number of ideas, the greater the likelihood of producing one which is innovative. Come up with as many as you can.
  - d. Combination and improvement are sought. You can use ideas previously suggested to build upon or join together into still better ideas.
4. When told to begin, write three ideas across top row one (11, 12, & 13).
5. When you have written down three ideas, place the form in the middle of the table. The first person to place the form in the middle of the table should pick up and use the extra form. Pick up a form someone else has discarded. Do not continue on the form you just used. Wait for one whose last three ideas are not your own.
6. Three more ideas are now written down across row two (21, 22, & 23). These can be three new ideas or ideas stimulated by those already written down. These ideas can also be additions to or combinations of previous ideas.
7. Proceed as in steps 4, 5, and 6 until you are told to stop.
8. ***Please do not take completed forms, they will be collected for documenting your ideas to be referred to the DEI workgroup.***