

How To Use Your New Collaboration Cards

Collaboration cards are a fun and effective way to boost engagement in meetings – and ward off groupthink.

Whether you're brainstorming on a new project, planning to put ideas into action or refining concepts to account for blind spots, **#collabcues** turn every idea into a collective effort.



Print Cards

- Print on Avery Paper, which is perforated so you can just tear and use!
- We have included some blank cards in the back of this document so feel free to write in some of your own and expand your set.

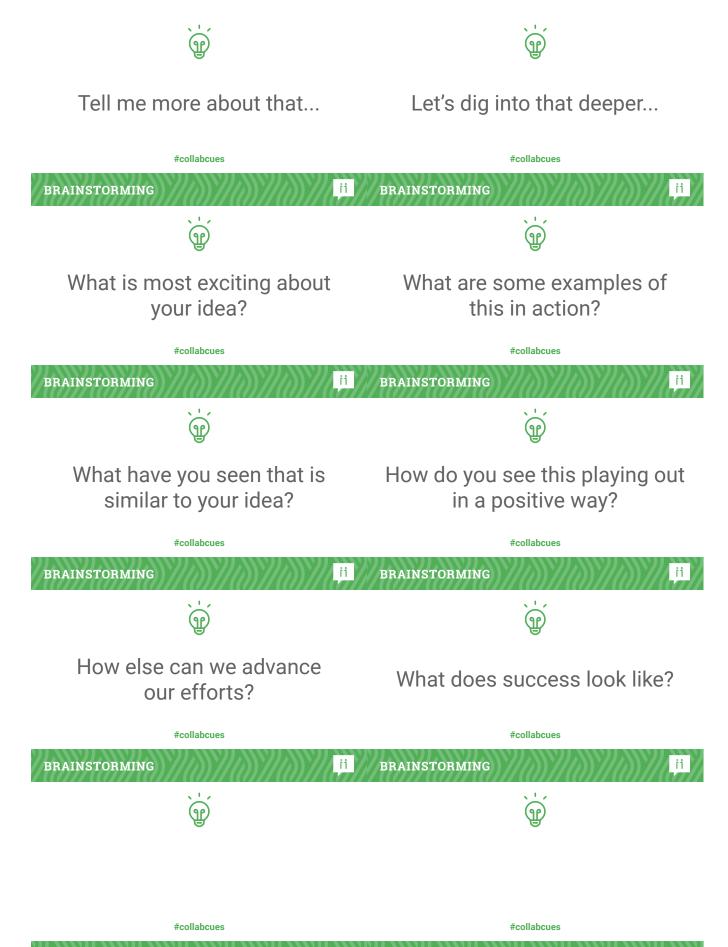


Use Cards

- Introduce the #collabcues
 - Share these cards with the team and explain how you'll use them to stimulate productive team conversations.
- Set Expectations Before Meetings
 - Ahead of time, let the team members know about the intent of the meeting, whether it's to brainstorm, plan or refine.
- Use a Timer
 - Encourage everyone to participate, but use a timer to allocate time so everyone can contribute.

Share Your Success

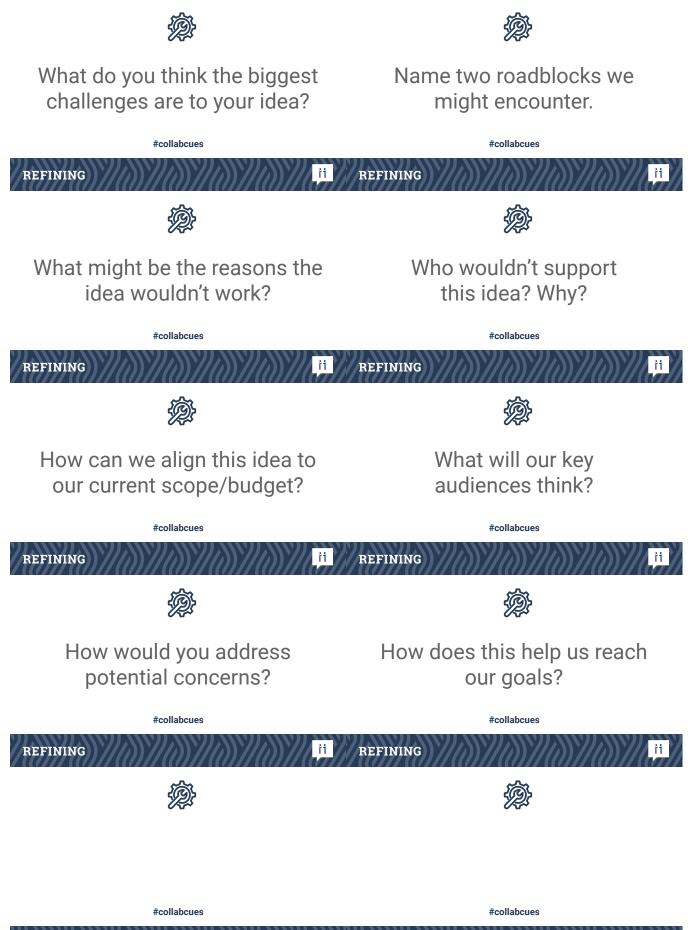
- Make sure to promote your great ideas, business and in-house talent on social media.
- Use the hashtag #collabcues and be sure to share photos!



BRAINSTORMING

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REFINING

ii REFINING

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