

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.

1 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.

2 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.

3 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!**



Tell me more about that...

#collabcues

BRAINSTORMING



BRAINSTORMING



What is most exciting about your idea?

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What have you seen that is similar to your idea?

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How else can we advance our efforts?

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What does success look like?

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Let's dig into that deeper...

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What are some examples of this in action?

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How do you see this playing out in a positive way?

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#collabcues



#collabcues



Where do you think we begin?

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What do you see as the most important steps?

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What is each person's action item walking out of this meeting?

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What will you need from the team?

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Who is the quality-control resource?

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Who do you suggest we involve in the planning process?

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What is step #1?

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What does collaboration look like on this project?

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Who is taking ownership of this process?

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What KPIs are we measuring?

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What do you think the biggest challenges are to your idea?

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Name two roadblocks we might encounter.

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REFINING



REFINING



What might be the reasons the idea wouldn't work?

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Who wouldn't support this idea? Why?

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REFINING



REFINING



How can we align this idea to our current scope/budget?

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What will our key audiences think?

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How would you address potential concerns?

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How does this help us reach our goals?

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