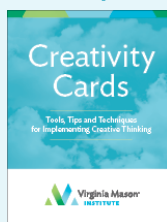


Idea Generation and Sorting Toolkit

Use this toolkit to jumpstart developing a standard way for your team to connect regularly on new idea collection and prioritizing how to move the best ideas forward.

Use this toolkit in conjunction with the activities outlined in our **Creativity Cards** or **Waste Walk** activity guides:

Creativity Cards



Generate ideas with this collection of creativity exercises.

[Download](#)

Waste Walk Exercise



Look for wastes in your process with this team exercise.

[Download](#)

About Virginia Mason Institute

Virginia Mason Institute is a mission-driven nonprofit education and training organization that helps organizations worldwide create cultures of continuous improvement.

At Virginia Mason Institute we partner with organizations and executive leadership teams to develop and adopt a patient-centered management system to dramatically improve quality, safety and efficiency – with the goal of enabling and supporting the creation and evolution of a sustainable culture of continuous improvement. We seek to help organizations dramatically elevate the patient experience, eliminate waste, and sustain excellence long-term.

Our “sensei” experts are here to help coach you through solving complex problems you’re facing across healthcare.

We invite you to request a complimentary 30-minute session with a member of our expert team to discuss a current challenge and the solutions that will help you move forward and prepare for what comes next.

Toolkit Contents:

- Idea Form**
 The Idea Form is a standard tool for documenting new ideas. You can also use the idea form’s different sections to help facilitate using post-it notes.
- “Let’s Work On It” idea gathering email template**
 What about soliciting and submitting ideas as they come up without waiting for improvement events? Try giving all of your team members a “Let’s Work On It” email shortcut on their desktop. Just update the template with the leaders in charge of reviewing team ideas by adding them to the “To” line. Then, when any team member opens this template, it automatically prepares an email directed to leaders with these 3 questions:
 - What’s the Issue or Problem:
 - Which Departments are affected:
 - Ideas for Improvement:
 Pressing “send” will automatically send it to the Leadership team members for review.
- Idea Sorting Priority Matrix**
 Use this matrix after idea generation to assist in determining priority of idea testing and implementation.