

Brainstorming written (2 min)

One of the most powerful tools that I know of is co-writing. It allows ...

- Sharing of much more information per minute than talking.
- Everyone to share their ideas, even those who are quieter during verbal discussion.
- People to feel heard and therefore buy-in to the decisions that eventually get made.

I encourage you to experiment with it one time. See the results. If you like them, continue.

To do so ...

Step 1: Collect everyone's thoughts.

- Open a shared Google Doc, Notion, Coda, ClickUp page, etc.
- Pose a written question or request.
- State the question or request verbally.
 - o This step may seem redundant, but neither written nor verbal presentation alone transmits the complete picture. Each transmits about half. The written words are good at transmitting facts. The spoken words are good at transmitting emotion and nuance.
 - o To get a full understanding, therefore, we need to ingest the information by both reading and hearing it.
- Then ask everyone to write their thoughts on their private doc for 3-5 minutes and paste the final to the shared doc.
 - o This is so that the primary doc doesn't bounce around as people actively write in it at the same time.
- Then take 5-10 minutes for everyone to ingest each other's thoughts.
 - o Ask everyone to +1 other people's thoughts when they agree so that you can visually see what the common sentiments are.
 - o If there are less than 5-10 participants, you can ask each person to share their write-up verbally in 1 minute or less (be strict about time-keeping here!).
 - o If there are more than 5-10 participants, it will take too much time to allow all to speak their thoughts. In this case, everyone simply reads the write-ups.
- The facilitator or decision-maker can now ask clarifying questions of any person they want to understand more from, but they don't need to.

- The first step is now complete. You have now collected a massive amount of information and made everyone on your team feel heard ... in less than 20 minutes!
- CONGRATULATIONS!

Step 2: The decision-maker takes the thoughts away, formulates a proposed solution asynchronously (which does not even need to include any of the thoughts garnered from the brainstorm) and returns at a future meeting to the group with the proposed solution in the [Issue / Proposed Solution template](#). All involved will feel that they at least got a chance to be heard before the proposed solution was formulated.

Here is a way to go from problem identification all the way to solution:

- **Define the problem**
 - All participants to open a private Google Doc. Spend 5 minutes framing the issue.
 - Open a shared Google Doc. All copy-paste their definition into the shared doc.
 - All read all entries. Vote on their favorite. Decision-maker to pick one.
- **Propose the solution**
 - All participants spend 10 minutes writing their proposed solution in their private doc.
 - All copy-paste their answer into the shared doc.
 - All read all entries. Vote on their favorite.
- **Decide**
 - Decision-maker spends 5-10 minutes asking clarifying questions.
 - Chooses a solution.
- **Further questions**
 - If the Decision-Maker is not able to choose, she writes out **a set of questions**.
 - All to spend 10 minutes writing their answers to the questions.
 - All copy-paste their answers into the shared doc.
 - All read all entries. Vote on their favorite choice. Decision-maker picks one.
- **Async questions**
 - If the Decision-Maker is still not able to choose, she writes out **another round of questions**.
 - Adjourn decision to the following group meeting.
 - All to asynchronously write their answers to the questions and further proposed solutions.
 - All copy-paste their answers into the shared doc.
 - At the next meeting, all read all entries. Vote on their favorite choice. Decision-maker picks one.

★ Interested in coaching or software to help implement the Mochary Method at your company? Please fill out our interest form [here](#), or book a discovery call with Nancy Xu [here](#).