MISSION CONTROL

Brainstorming, The Strategy of Productivity

Presented by Kristyn Miyamoto, President & Jeremy Ruan, Vice President of Technology
Participants should also suggest how the ideas of others can be turned into better ideas or how two or more ideas can be joined into still another idea.

**Four Essential Rules for Effective Brainstorming**

1. **Criticism is ruled out**
   - Adverse judgment of ideas must be withheld until later

2. **Freewheeling is welcomed**
   - The wilder the idea, the better; it is easier to tame down to think

3. **Quantity is welcomed**
   - The greater the number of ideas, the more like likelihood of useful ideas

4. **Combination & improvement**
   - Participants should also suggest how the ideas of others can be turned into better ideas or how two or more ideas can be joined into still another idea.
Brainstorming by Yourself

**Tip 1**
Draw or doodle while you're thinking.

**Tip 2**
Ask questions

**Tip 3**
Work a crossword puzzle or a word search

**Tip 4**
Take a walk with a notepad and pen

**Tip 5**
Read something

**Tip 6**
Do something with an intention with what you want to focus on!
Brainstorming in a Group

Tip 1
Allow 20 to 30 minutes per session.

Tip 2
Have a designated note taker (facilitator).

Tip 3
Encourage all ideas.

Tip 4
Do not accept judgmental tones.

Tip 5
Use others' comments to think of new ideas.

Tip 6
Keep discussion of the recorded ideas to a minimum.
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<thead>
<tr>
<th>Rule</th>
<th>Description</th>
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<tbody>
<tr>
<td>☑️</td>
<td>No one evaluates or comments on ideas as they are suggested</td>
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<tr>
<td>☑️</td>
<td>As the facilitator, it is especially important to remain neutral in your reactions to each idea</td>
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<tr>
<td>☑️</td>
<td>Participants should express any ideas they have, no holding back</td>
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<td>☑️</td>
<td>Repetition is acceptable!</td>
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<tr>
<td>☑️</td>
<td>“Piggy-backing” on someone else’s idea is encouraged</td>
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DO YOU COPY?
EFFECTIVE COMMUNICATION

Presented by Reina Fukuoka, Vice President of Programs & Malia Butay, Secretary
TRUST

Why would a team work effectively for you, if they don’t trust what you do or what you say? Without trust, the team is unlikely to want to follow the direction or strategy suggested.

With trust, misunderstandings or mistakes can be resolved and the team can feel empowered to take responsibility.
Have you ever worked with someone brilliant? The chances are you'll probably want to collaborate with them once more.

The people you will remember are the ones who were confident when faced with any obstacle and had the ability to impact others around them.
Think about a time someone tried to convince you of something. The people who effectively inspire others are the ones who are confident in any message they send.

If you don't believe what you're doing, how can you expect someone else to be? That also means making sure you are clear about 'why' you're doing something.
CLARITY OF THE MESSAGE

What do you want to tell your team? Always remember that. Many times, the message is not targeted to the right audience, or loaded with information that people don't understand.

Keep in mind the message 'What's in it for me?' What are people taking from what you're doing? Do they know what's expected of them?

The message should be brief, clear, and concise.
Countdown
Planning Your Goals
Presented by Tyler Lee, Treasurer & Obrein Antonio, Historian
Step 1: Formulate

Parts of a Goal

- **Objective**
  - Keep it **relevant & specific**
  - What are your limits? Is it realistic?
  - What is your **vision**?

- **Timeline**
  - Consider your schedule and make it reasonable
  - Try not to procrastinate and distribute work evenly

- **Materials**
  - Utilize your **resources**
  - What do you already have? What will you need?
Step 2: Anticipate

Definition: Using what you know now to solve a problem before it happens

- Don’t bite off more than you can chew, but don’t slack off either!

“When making a plan, consider the likely obstacles. How will you overcome them? Apply what you know about teamwork, communication, and your own experiences to prepare for these challenges. A solid plan gets you ready for just about anything.”
**Step 3: Evaluate**

The planning isn’t over yet! Ask yourself...

- What contributed to your success/failure?
- How does this affect future goals?
- What will you do the same? Differently?

**Tips**

- Give yourself time to breathe
- Be open-minded
- Teamwork makes the dream work

*Planning is NOT a one-way process—it’s a cycle*
STAGE 1: FOCUSING ON IMPORTANT GOALS

Everything we do has a motive. What’s yours?

WHEN CONSIDERING YOUR GOALS, THINK ABOUT:

- **Who** you’re helping
- What you want **your peers** to get out of the event
- **What you as a leader** can improve from past events
- **Forming a bond** with others
Stage 2: Recognizing Lead Measures

Considering how you will measure your success in executing a plan.

Being able to gauge your success starts with figuring out how you will measure it. This all depends on the goals you set in Stage 1: Focusing on Important Goals.

Examples:
- How many cans were donated  } quantitative
- Feedback from others } qualitative
Stage 3: Keeping a Scoreboard

You must find a method to keep tabs with everyone in order to delegate tasks.

This means **communication** and **observation**
- Serve as an example; Be responsible!
- Observe your peers
- Check up on them
- Know what they are supposed to be doing, and make sure they know as well
Stage 4: Creating A Sense of Accountability

Following through with consistent action is key in order to take off with your plan.

As you are observing and checking up with your members in Stage 3, take action!