Convergent Tools Quick Reference

Hits ITF – FTQ – GI
- ❖ **Why:** a quick way to identify the options that stand out.
- ❖ **How:** use sticky dots or a pen to mark ("hit") the most interesting, innovative, intriguing, compelling, on target, relevant, etc.
- ❖ **Tips:** provide dots equal to 20% of the total number of items. May follow with clustering.

Clustering / Restating Clusters ITF – FTQ – GI
- ❖ **Why:** group like items together, and remove duplication; capture the essence of a cluster
- ❖ **How:** after marking hits, group similar or related items together, maximum three per group, to avoid duplication; a single item can be its own cluster. Then, for each cluster, try to capture the essence of the cluster in one statement.
- ❖ **Tips for clustering:** beware of grouping too broadly, or the restatement will lose specificity.
- ❖ **Tips for restating problem clusters:** use statement starters, just as with the original problem statements; watch for statements that are actually ideas; state affirmatively (what you want, not what you do not want); be concise, not too broad.
- ❖ **Tips for restating idea clusters:** do not simplify such that you lose the interesting and novel aspects of the individual ideas; avoid one sentence summaries.

POINt (Positives, Opportunities, Issues, New thinking) CS
- ❖ **Why:** to identify pluses and minuses, while providing an opportunity to address the concerns; like SWOT but with a solutions orientation.
- ❖ **How:** first, list **Positives**. Next, list **Opportunities** the idea could lead to ("It might…"). Next, list **Issues** (concerns or weaknesses) to be overcome, expressed as problem statements ("How to…", etc.) Finally, engage in **New** (divergent) **thinking** to overcome the issues.
- ❖ **Tips:** Always, always list positives first.

Card Sort CS
- ❖ **Why:** a quick way to rank or prioritize when you have many promising options
- ❖ **How:** if you have six options: [1] Write each option on a separate card or slip of paper. [2] Select your least favorite, write a 6 on it, set it aside. [3] For remaining options, write a 1 on your favorite, set it aside. [4] Continue, marking your least favorite ("5"), most favorite ("2"), least favorite ("4"), and favorite ("3").
- ❖ **Tips:** does not make a selection, but does provide a priority or rank. Works with up to 15 options. Can also be done with a group, by adding up each person's rank for each item, to know how the group at large prioritizes the options.

Evaluation Matrix CS
- ❖ **Why:** a systematic way to analyze options against criteria using a simple grid
- ❖ **How:** on a matrix, list criteria along the top (one per column), and options down the left (one per row). Select a rating scale (e.g., 1-5, A-B-C). Rate each option against each criteria.
- ❖ **Tips:** phrase criteria with the statement starters "Will it…", "Does it…", or "Is it…"

Paired Comparison Analysis CS
- ❖ **Why:** a systematic way to compare each option against each other option
- ❖ **How:** on a grid, list each option along the top and along the left side. Then, compare each option in the row to each option in the column, using this scale: 1=slightly prefer; 2=moderately prefer; 3=greatly prefer. Add scores for each row.
- ❖ **Tips:** use a premade worksheet (can be obtained at the web site below)

Assisters & Resisters EA
- ❖ **Why:** to identify those who can help, those who can harm, and how to work with them
- ❖ **How:** make a list of the people and groups who can assist, and generate ideas on how to make use of them; make a list of people and groups who will resist, and generate ideas on how to overcome the resistance.

RACI PFA
- ❖ **Why:** identify what needs to be done, who will be involved
- ❖ **How:** make a list of action steps. For each, identify the person Responsible to do it; the person who is ultimately Accountable for it being done; the person(s) who can be Consulted for help and guidance; and the person(s) who need to be Informed when done.

Convergent Thinking Guidelines
- ❖ Be affirmative
- ❖ Be deliberate
- ❖ Check the objectives
- ❖ Improve ideas
- ❖ Consider novelty
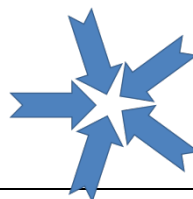
Statement Starters

Restating Clusters (idea clusters)
- ❖ What I see myself (us) doing is…

Restating Clusters (problem clusters) & POINt (Issues to be overcome)
- ❖ How to… (H2)
- ❖ How might… (HM)
- ❖ In what ways might… (IWWM)
- ❖ What might be all the… (WMBAT)

POINt (Opportunities)
- ❖ It might…

POINt (final step, after New thinking)
- ❖ In order to _____, do this _____.

Evaluation Matrix (criteria)
- ❖ Will it…
- ❖ Does it…
- ❖ Is it…

Tools by CPS Stage

Imagine the Future
- ❖ Hits, Clustering / Restating Clusters

Find the Questions
- ❖ Hits, Clustering / Restating Clusters

Generate Ideas
- ❖ Hits, Clustering / Restating Clusters

Craft Solutions
- ❖ POINt
- ❖ Card Sort
- ❖ Evaluation Matrix
- ❖ Paired Comparison Analysis

Explore Acceptance
- ❖ Assisters & Resisters

Plan for Action
- ❖ RACI

Creative Problem Solving (CPS): Convergent Tools Quick Reference
OmniSkills, LLC ▪ omniskills.com/cps or creativeproblemsolving.com

OmniSkills