1. Record participant ideas on sticky notes during brainstorming exercises
2. As a group, categorize the sticky notes into themes (Examples for themes might be equipment, communication, EHR changes, or staff/provider education)
3. The template below can be used to document the topic, themes, and individual ideas

**{Type in topic}**

**Example: EDTC**

**Example: EHR Changes**

**{Type in Theme}**

**{Type in Theme}**

**{Type in Theme}**

**{Type in Theme}**

**{Type in Theme}**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| (Type in Ideas) Example: revise EHR transfer sheet |  |  |  |  |  |