

# MindSights Facilitated Thinking eBook Series

The premise for developing tools is the belief that thinking abilities can substantially increase when the whole mind works together. Whole-mind thinking is a perfect example where the whole is greater than the sum of the parts. We consequently have developed a wide variety of tools ranging from traditional business to subconscious thinking.

## Thinking Strategies eBooks

A thinking strategy is like a thought process or approach that follows a certain sequence. Each of our strategies includes a framework or steps that lead to a certain goal. Within each framework step we embed our tools (templates, questions, etc.). In general, these eBooks function like a skilled facilitator who provides timely advice and guidance by prompting just the right questions, recommending the right tools to use, and putting successful methods, wisdom and insight at the users finger-tips for consideration. MindSights' currently has the following 7 strategies:

1. Solve-it Fast: Respond quickly to a changing condition.
2. Solve-it: Resolve situations using traditional problem solving.
3. Create-it: Develop something new that never before existed.
4. Fix-it: Restore something to a past or standard condition.
5. Improve-it: Modify something to improve performance (Six Sigma DMAIC).
6. Anticipate-it: Plan and prepare for something imminent happening.
7. Change-it: Master constant change in personal living.

## Thinking Booster Tools eBooks

These eBooks are simply a collection of tools organized into the following 10 thinking categories. They are designed to be used and boost thinking productivity within a specific area of thought.

1. Observe-it: Awareness tools to help recognize problems or opportunities.
2. Define-it: Data Gathering tools to collect the right amount of relevant data.
3. Analyze-it: Tools that 'narrow thinking' to understand specific parts of the whole.
4. Systems Thinking: Tools that 'expand thinking' to understand how parts of the whole interact.
5. Subconscious Thinking: Tools to tap the power of the subconscious mind.
6. Innovate-it: Tools to stimulate out-of-the-box creative thinking.
7. Decide-it: Quantitative, qualitative, group, and intuitive decision making tools.
8. Manage-it: Traditional project management planning tools.
9. Team Thinking: Team tools to help harness collective intelligence of groups.
10. Question-it: Forty comprehensive problem solving trigger question sets.

## MindSights Facilitated Thinking Tools

<b><u>Observe-it</u></b>	<b><u>Define-it</u></b>
<ol style="list-style-type: none"> <li>1. Mindfulness</li> <li>2. Problem vs. Opportunity vs. Issue</li> <li>3. SWOT Analysis</li> <li>4. Work Observation &amp; Improvement</li> <li>5. Delphi Technique</li> <li>6. Observation of Trends and Patterns</li> <li>7. Customer/Client Observation</li> <li>8. Product Observation</li> <li>9. Process Improvement Observation</li> <li>10. Eve-of-the-beholder Viewpoints</li> <li>11. Problem - Opportunity Statement</li> <li>12. Transient (Change) Description</li> <li>13. Putting Problems on the Table</li> <li>14. Personal Understanding Matrix</li> </ol>	<ol style="list-style-type: none"> <li>1. Data Gathering Strategies</li> <li>2. Data Relevancy Analysis</li> <li>3. Problem/Opportunity Description</li> <li>4. Current Data: Facts As Currently Exist</li> <li>5. Facts as Do Not Exist</li> <li>6. Past Data: Facts As Should Exist Again</li> <li>7. Future Data: Facts As Likely or Desired to Exist</li> <li>8. Pareto Chart</li> <li>9. SIPOC Diagram</li> <li>10. Voice of the Customer CTQ Requirements</li> <li>11. Input-Process-Output Chart</li> <li>12. Interaction and Relationships Matrix</li> <li>13. Run and Control Charts</li> <li>14. Scatter Diagram or Correlation Chart</li> <li>15. Histograms or Frequency Chart</li> </ol>

<b><u>Analyze-it</u></b>	<b><u>Innovate-it</u></b>
<ol style="list-style-type: none"> <li>1. Affinity Diagram</li> <li>2. Mind Mapping</li> <li>3. SWOT Analysis</li> <li>4. Obstacle Analysis</li> <li>5. Deviation (Gap) Analysis</li> <li>6. STOP Analysis</li> <li>7. Cause &amp; Effect (Fishbone) Diagram</li> <li>8. Root Cause Analysis Trigger Questions</li> <li>9. Problem Sources - Five Whys</li> <li>10. Why Because Causal Chain</li> <li>11. Practical Solutions - Pros &amp; Cons</li> <li>12. FMEA</li> </ol>	<ol style="list-style-type: none"> <li>1. Creative Focus Statement</li> <li>2. Creative &amp; Questioning Attitude</li> <li>3. Impacts of Biases on Creativity</li> <li>4. Idea Requirements</li> <li>5. Basic Creativity Trigger Questions</li> <li>6. Classic Group Brainstorming</li> <li>7. Personal Brainstorming</li> <li>8. Brainstorming with Note Cards</li> <li>9. Reverse Thinking</li> <li>10. Thinking in Analogies</li> <li>11. Mental Association Techniques</li> <li>12. Regular Association</li> <li>13. Fantasy or Wishful Thinking</li> <li>14. Worst Ideas</li> <li>15. Attribute Listing</li> </ol>

<b>Subconscious Thinking</b>	<b>Systems Thinking</b>
<ol style="list-style-type: none"> <li>1. Incubation</li> <li>2. Mediation</li> <li>3. Unclutter Your Conscious Mind</li> <li>4. Tap Your Subconscious for Ideas</li> <li>5. Impacts of Beliefs on Thinking</li> <li>6. Finding Core Beliefs</li> <li>7. Personal Visioning</li> <li>8. Using Subconscious Thinking</li> <li>9. Awareness Journaling</li> <li>10. Breathing to Enhance Thinking</li> </ol>	<ol style="list-style-type: none"> <li>1. Vision &amp; Mission Statements</li> <li>2. Futures Wheel</li> <li>3. Systems think the Problem or Opportunity</li> <li>4. Reframe the Problem/Opportunity</li> <li>5. Real Problem Analysis</li> <li>6. Focus Statements</li> <li>7. Purposes and Needs Analysis</li> <li>8. Identify Purposes &amp; Set Goals</li> <li>9. Goal Statement Development</li> <li>10. Preferred Futures Statement</li> <li>11. Group Goal Setting</li> <li>12. Personal Goal Setting</li> <li>13. Systems Feedback</li> </ol>

<b>Decide-it</b>
<ol style="list-style-type: none"> <li>1. Decision Making Strategies</li> <li>2. So What Test</li> <li>3. Certainty Test</li> <li>4. Multi-voting List Reduction</li> <li>5. Evaluation Criteria Checklist</li> <li>6. Idea Evaluation</li> <li>7. Prioritization Matrix</li> <li>8. Criteria Decision Matrix</li> <li>9. Weighted Criteria Decision Matrix</li> <li>10. Force Field &amp; Change Analysis</li> <li>11. Consensus</li> <li>12. Paired Comparison Grid</li> <li>13. Personal Change Balance Sheet</li> <li>14. Intuitive Coin Flip</li> </ol>

<b>Manage-it</b>	<b>Team Thinking</b>
<ol style="list-style-type: none"> <li>1. Manage &amp; Resolve Any Problem</li> <li>2. Project Charter</li> <li>3. Balanced Scorecard Dashboard</li> <li>4. Cost Benefit Analysis - Go NoGo</li> <li>5. Milestone Chart</li> <li>6. Gant Chart</li> <li>7. PERT-CPM Diagram</li> <li>8. Five Hows</li> <li>9. Action Work Plan</li> <li>10. Future Events Action Plan</li> <li>11. Task and Resource Matrix</li> <li>12. Responsibility Assignment Matrix</li> <li>13. Contingency Plan &amp; Corrective Action</li> <li>14. Status Reporting</li> </ol>	<ol style="list-style-type: none"> <li>1. Assemble a High Performance Team</li> <li>2. Establish a High Performance Environment</li> <li>3. Group Goal Setting</li> <li>4. Collaborative Team Effectiveness</li> <li>5. Team Productivity Tips</li> <li>6. Meetings &amp; Communication Types</li> <li>7. Dialogue Communication Process</li> <li>8. Agenda Development</li> <li>9. Devils Advocate</li> <li>10. Meeting Productivity Tips</li> <li>11. Nominal Group Technique</li> <li>12. Role Playing</li> </ol>

**Question it**

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|---|---|
| 1. Describe Current Situation           | 21. Prepare Mind for Creativity             |
| 2. Assemble Assessment Team             | 22. Generate Ideas and Solutions            |
| 3. Identify Success Drivers             | 23. Categorize and Synthesize Ideas         |
| 4. Find Other Problems or Opportunities | 24. Refine Ideas into Practical Solutions   |
| 5. Select Most Critical Problem         | 25. Criteria for Judging Solutions          |
| 6. Validate and Write Problem Statement | 26. Choose Decision Making Strategy         |
| 7. Systems Think the Problem            | 27. Decide on Solution to Implement         |
| 8. Write a Transient-Change Statement   | 28. Write Future Scenario Statement         |
| 9. Reasons and Purposes for Solving     | 29. Right Time to Implement                 |
| 10. Write Goal Statement                | 30. Design the Solution Deliverables        |
| 11. Feasibility of Work Effort          | 31. Change Request Process                  |
| 12. Build High Performance Team         | 32. Test the Solution                       |
| 13. Establish Communication Process     | 33. Develop an Implementation Work Plan     |
| 14. Data Gathering Strategy             | 34. Identify Contingency Plans              |
| 15. Define Current State                | 35. Implement and Monitor the Plan          |
| 16. Analyze Problem Root Causes         | 36. Conversion Plan and Launch Solution     |
| 17. Define Goal-Desired State           | 37. Develop Feedback Mechanisms             |
| 18. Obstacles Preventing Desired State  | 38. Backup and Disaster Recovery            |
| 19. Define Idea-Solution Requirements   | 39. Post Project Review and Lessons Learned |
| 20. Idea Generation Strategy            | 40. Celebrate Reward and Detach             |