Post-Up

Participants write ideas silently on virtual sticky notes and post them to a shared online board. It gathers input from the whole group in minutes. You leave with the ideas sorted into a few labelled themes.

30 minutes

Remote Focused

H HOW TO RUN

1 Set the question — 3 min

Write the topic or question at the top of the shared board and give everyone a frame of their own. Say: "Write one idea per sticky note, as many as you can. Keep to your own frame and don't talk until the timer goes."

2 Write alone — 10 min

Start a ten-minute timer. Ask everyone to write silently, one idea per note, and post each note in their frame as they go. Set a minimum of five notes each so nobody holds back.

3 Read the board — 5 min

Ask everyone to read every frame in silence. If someone else's note sparks a new idea, they add it to their own frame.

4 Cluster the notes — 7 min

Ask the group to drag similar notes together and give each cluster a short label. With more than ten people, split the board into areas and give each area to two or three people.

5 Discuss the themes — 5 min

Ask, "Which cluster surprised you, and what's missing?" Name the biggest themes and say what happens to them next.

O OBJECTIVES

- Gather many ideas and feedback from everyone
- Create a shared visual space for collective input
- Provide a foundation for discussion and prioritization

M MATERIALS

- ☐ Online whiteboarding tool (e.g., Miro, Mural)
- ☐ Virtual sticky notes
- ☐ Timer

P PARTICIPANTS

4 to 20 people

F FACILITATOR NOTES

REMEMBER

- Encourage participation by setting a minimum number of contributions per person.
- Decide if notes should be anonymous for candid feedback. This exercise works well before affinity mapping.
- I've found that some participants feel hesitant to share initially, so starting with a low-stakes question can help.