

Prompts and Circumstance

Purpose: An easy team builder which can be completed by the individual team members on their own time and works best when it is played consistently over time. It's a great option for team building to help build relationships and to create a continuous environment of collaboration and sharing of ideas. It's perfect for teams that work in the same office as well as even remote teams.

Materials:

- Three ring binder or designated notebook.
- Virtual Notebook such as a Google Doc or ongoing email chain or shared document on Drop Box or Sharepoint

Setup:

- Plan a place to keep the notebook in a location where all team members have access such as a break room or near the proverbial water cooler.
- Decide how often you will add a prompt in the notebook and if you want others to have the option to add their own prompt. Having a schedule for adding prompts will create accountability for you as the leader. Whether or not you decide to allow your team to add prompts it is important that you as the leader keep a realistic and consistent schedule for adding the prompts
- **Remote Teams:** The Notebook will be virtual such as a Google Doc or a Shared Document on Drop Box. The platform should be accessible by everyone on the team at anytime. Please include a set of instructions for team members on accessing the document and writing their responses.

Activity:

- Begin by deciding on how you want to notify the team members about the book. In the notification include the location and the purpose. Participation should not be mandatory. There is no better way to kill a fun activity than making it mandatory. You can choose to send a notification via email, introduce during a meeting or place a fun notice (see below) in the location of the notebook to allow team members to discover on their own
- **Remote Teams:** Your notebook will be virtual but should require the same amount of notification and explanation of purpose. Virtual teams may require additional reminders about the tool and instructions for how to use the virtual tool if they have not used something like this before.
- Set a start date for the first prompt. Write the prompt in the notebook and send a reminder the team.
- Allow the team some time to respond to the prompt. A week is a good minimum timeframe for a response.



- Repeat...
- Note: Allow the team members to respond to each other in the prompt. As a leader you may also respond to the initial prompt and to others.
- Choose to share some of the great responses during different meetings and even in one-on-one conversations. Encourage others to do the same. Informal discussions and written responses show support for others and encourages future engagement

Conclusion

Have fun with this activity. The prompts can be taken from many different sources and should not be work related. You can find writing prompts online by searching “Writing Prompts” A few examples are below from Freewrite.com

20 WRITING PROMPTS TO SPARK YOUR IMAGINATION

1. Your favorite childhood vacation.
2. The last words of your novel are, “As night became day, he started to understand the truth.” Now, go write the rest.
3. Turn one of the last texts you sent into a story.
4. Add an original scene to the last movie you watched.
5. Two friends have a disagreement.
6. Write about your favorite teacher.
7. Outside the window, you see something you can’t believe.
8. Write about the first time you held someone's hand.
9. Write about the last thing/person that made you smile.
10. Write about a time you were lost.
11. Write about your first job.
12. Write a letter to your 14-year old self.
13. Write about why you write.
14. Five years from now, I will be.
15. Write about your dream vacation.
16. Do you like to be alone or with company?
17. You have \$300 and a Prius, describe the 2,800 mile road trip from NYC to LA.
18. Write about your biggest goal.
19. Write about your biggest fear.
20. A conversation you and a stranger have on a plane.

