

EXAMPLE AFFINITY DIAGRAM

An affinity diagram is an easy-to-use tool for capturing and organizing information and ideas. It gets everyone involved, and it moves quickly. Here are the steps:

- 1 -
Everyone writes their ideas – one idea per note

Have everyone work individually and silently during this first step.



Sticky notes work great if you're meeting in person.

- 2 -
Randomly put all the ideas together

Flipchart sheets or a wall will work fine.



- 3 -
Move the ideas, grouping them in categories

Start this step without people talking, so everyone has time to read every note.



- 4 -
Discuss, refine, adjust – then title the categories

