

This cue sheet offers a summary of activities at each stage of a future workshop, with space to write down your own cues, notes and instructions. You can find some format suggestions below to help you develop unconventional metaphors and what-if scenarios, as well suggestions for methods that can be used during the workshop.

Phase/activity	Description	Instructions/cues/notes
Introduction	Introduce participants to the goal and format of the workshop
Icebreaker	Icebreaker activities	Icebreaker description ...
Critique Phase		
Brainstorming	Start discussion of problems and concerns about the chosen topic, recording all ideas on sticky notes	Topic of brainstorm ...
Brainwriting 6-3-5 (p.32)	Consider extending on the discussion using a targeted brainstorming method such as brainwriting 6-3-5	Topic of brainstorm ...
KJ Brainstorming (p.94)	To identify key themes from the discussion cluster the idea notes around topics, and give each cluster a title	Key themes ...
Mind mapping (p.106)	Summarise by creating a mind map using the topics identified in the previous activity and drawing lines to connect relevant notes and clusters. Annotate the lines where possible
Other method	Description

Phase/activity	Description	Instructions/cues/notes
Fantasy Phase		
Use 'what if' scenarios	Use the following template to construct your 'what if' questions: – WHAT IF THERE WERE NO <problem domain entity> IN <problem domain setting>? <i>e.g. what if there were no car parks in your neighborhood?</i> WHAT IF ALL <problem domain entity> WERE <unusual state> ? <i>e.g. what if all roads were closed?</i>	What if statements ... What if there were no _____ _____ in _____? What if all _____ _____ were _____?
Design by metaphor (p.56)	Use the following simple structure to construct your metaphors: – <problem domain entity> AS <unusual target entity> <i>e.g. car park AS a bookstore</i>	Metaphors: _____ AS _____ _____ AS _____
Other method	Description
Recording	Write down all ideas on sticky notes
Implementation phase		
Evaluate ideas	Conduct a SWOT analysis on the proposed ideas to identify their strengths, weaknesses, and potential threats and opportunities
Implementation plan	Produce a draft action plan using the Future Workshops structure guide template on the companion website
Other method	Description
Conclusion	Wrap up your workshop by thanking participants for their time and explaining what the next steps are