

INNOVATION DECK

General Tips for DEVELOPMENT

- Ask for projects that require the competency.
- Participate in a workshop or read books.
- Seek a mentor or a coach, shadow someone.
- Come up with a “step by step” plan for development – then start with baby steps.
- Actively ask for feedback.
- Either ask for or set your own incentive system.
- Videotape yourself – what can you improve?

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General Tips for COMPENSATION

- Make sure that *others* in your team have the competency you find draining.
- Set up job aids or notes that will remind you to complete tasks you find draining.
- Ask for help redesigning at least part of your job. Is it possible to switch activities? Delegate?

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General Tips for CAPITALIZATION

- Take inventory of how much you use your strengths in your job. If very little / not at all, come up with an action plan.
- Find other “star performers” – start a support / further development group for further learning.
- Attend advanced workshops.
- Offer to coach / mentor others!

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General Tips for CAUTION

- Complete draining tasks when you are less tired.
- Plan your time so that the tasks you find draining can be completed in small doses.
- Speak up! Discuss the issue with your supervisor and team. Since you complete those tasks well, people may have no idea that you find them draining.

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General Creativity

The Formula: N-, E+, O+, C-

Goal: Relax (it tends to help boost imagination)

Find a Shortcut! Participate in physical activities (these have a calming effect) before attempting to generate innovative ideas.

INNOVATION DECK

General Creativity

The Formula: N-, E+, O+, C-

Goal: Relax (it tends to help boost imagination)

Find a Shortcut! Identify sources of stress – what can you do to reduce them at a time in which you must generate innovative ideas?

INNOVATION DECK

General Creativity

The Formula: N-, E+, O+, C-

Goal: Relax (it tends to help boost imagination)

Find a Shortcut! Snack – in particular snacks with carbohydrates may have a calming effect.

INNOVATION DECK

General Creativity

The Formula: N-, E+, O+, C-

Goal: Relax (it tends to help boost imagination)

Find a Shortcut! Force yourself to take a break – nothing increases stress more than to “keep at it” when something is not working. If necessary, move on to a different activity.

INNOVATION DECK

General Creativity

The Formula: N-, E+, O+, C-

Goal: Boost your extraverted side (it helps with networking & sharing ideas)

Find a Shortcut! Try networking in small numbers (lunch with one colleague rather than a dinner party). Set up a goal to contact one person per week “just because”

INNOVATION DECK

General Creativity

The Formula: N-, E+, O+, C-

Goal: Boost your extraverted side (it helps with networking & sharing ideas)

Find a Shortcut! Elicit help from your extraverted colleagues. Ask them to reach out to you to take you “out of your shell”

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General Creativity

The Formula: N-, E+, O+, C-

Goal: Boost your extraverted side (it helps with networking & sharing ideas)

Find a Shortcut! Try enrolling in workshops in topics such as networking, relationship building, and assertiveness

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General Creativity

The Formula: N-, E+, O+, C-

Goal: Boost your extraverted side (it helps with networking & sharing ideas)

Find a Shortcut! Schedule extraverted activities / meetings for the time in the day in which you are least tired

INNOVATION DECK

General Creativity

The Formula: N-, E+, O+, C-

Goal: Release your imagination

Find a Shortcut! Practice imagination activities in your free time, with your family (make it a family game!). For instance, pick an object and imagine all possible applications of that object.

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General Creativity

The Formula: N-, E+, O+, C-

Goal: Release your imagination

Find a Shortcut! Imagination is a “team sport.” Meet with others to discuss ideas and projects.

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General Creativity

The Formula: N-, E+, O+, C-

Goal: Release your imagination

Find a Shortcut! Follow the “improvisation” mantra to always “yes and”- never “yes, but.” Always “add to” someone else’s idea rather than shutting it down.

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General Creativity

The Formula: N-, E+, O+, C-

Goal: Release your imagination

Find a Shortcut! Make the point of learning new things – reading about other fields, visiting museums, talking to colleagues from other departments.

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General Creativity

The Formula: N-, E+, **O+**, C-

Goal: Release your imagination

Find a Shortcut! Ask yourself this “imagination boosting” question: What if I had absolutely no constraints? (add the constraint later!)

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General Creativity

The Formula: N-, E+, **O+**, C-

Goal: Release your imagination

Find a Shortcut! Ask yourself this “imagination boosting” question: What if I had ZERO fear? What would I do then?

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General Creativity

The Formula: N-, E+, **O+**, C-

Goal: Release your imagination

Find a Shortcut! Find a way to “hold on to” your ideas, whatever they are – purchase a small notebook, find a note taking or recording app for your tablet or smart phone, etc.

INNOVATION DECK

General Creativity

The Formula: N-, E+, **O+**, C-

Goal: Release your imagination

Find a Shortcut! Use a “mind mapping” software (tip: www.popplet.com) to help generate associations between ideas.

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General Creativity

The Formula: N-, E+, O+, C-

Goal: Flex your muscles – build spontaneity

Find a Shortcut! High Consolidation individuals are good planners – include a “spontaneous step” (no changes, no details) in your plans!

INNOVATION DECK

General Creativity

The Formula: N-, E+, O+, C-

Goal: Flex your muscles – build spontaneity

Find a Shortcut! Take a “planning holiday” – one day in which you allow yourself to multitask and go with the flow.

INNOVATION DECK

General Creativity

The Formula: N-, E+, O+, C-

Goal: Flex your muscles – build spontaneity

Find a Shortcut! Include “free time” in your plans. This may add a bit of flexibility to your day.

INNOVATION DECK

General Creativity

The Formula: N-, E+, O+, C-

Goal: Flex your muscles – build spontaneity

Find a Shortcut! Perfectionism and imagination do not work together. Force yourself to ignore details until you have the general “skeleton” of your project ready.

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General Creativity Tips

A key ingredient of creativity is TIME. If you're very pressed for time, you are likely to follow processes that worked before. Take a look at your weekly schedule: How can you reserve TIME to create?

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General Creativity Tips

Creativity tends to increase when we do something we love. Take inventory of your job: What are you doing that sincerely energizes you? (if the answer is *nothing*, there's something wrong... take action!)

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General Creativity Tips

When we do something well, we tend to enjoy it more. *When we enjoy something more, we tend to be more creative.* If you hate doing something (and must keep doing it) come up with a step-by-step improvement plan – then follow it!

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General Creativity Tips

Has something you do become routine and boring? How can you add *challenge* to the mix? Force yourself to come up with an improvement plan. Challenging tasks tend to be more enjoyable (and enjoyment breeds creativity).

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General Creativity Tips

Motivation matters in creativity. If you want to increase the creativity *of others* make sure to get their buy-in.

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General Creativity Tips

Creativity does not occur in a vacuum. Technical expertise matters – you are hardly creative in a field when you know little about it. Further, in those situations you are too consumed by “learning” to be creative. Lessons: Capitalize on your expertise. Work towards improving your technical skills.

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General Creativity Tips

One ironic side of creativity: *Extrinsic* rewards don't tend to work over time (people are more creative when *intrinsically* motivated). If you wish to reward creativity *in others* keep an element of surprise (reward it *after* the fact).

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General Creativity Tips

Safety matters. Fearful people are unlikely to take risks – and the transition between creativity (individual) and innovation (collective) requires risk taking. If your environment doesn't feel safe, what can you do about it? Can you discuss this with others?

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General Creativity Tips

Question your assumptions. When you make a decision, ask yourself: Why did I make this particular decision? What assumptions did I have? What if these assumptions weren't real?

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General Creativity Tips

Avoid constant interruptions – give yourself time and space to think.

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General Creativity Tips

Turn off criticism – at least for a spell. Criticism destroys your own creativity and others'.

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General Creativity Tips

Even if something “always worked” there's no guarantee it “always will.” Ask yourself: What current conditions (i.e., resources, client expectations, competition, etc.) make this process work? What would happen if these conditions changed?

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General Creativity Tips

Creativity loves complexity – a diverse array of backgrounds, experiences, and knowledge. Temporarily increase complexity by working on some projects with colleagues from other departments / fields. Seek friends with other areas of expertise – let them teach you about their world.

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General Creativity Tips

Turn down any excessive need to control – it may “shut off” creative people whose ideas you may never hear.

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General Creativity Tips

Work life balance *matters*. Creativity works poorly if you are simply too tired.

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General Creativity Tips

Travel abroad. Visit with different cultures. Encounters with different perspectives may boost your creativity.

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General Creativity Tips

Take a look at your work space – is it too traditional? have you changed it lately? Bringing in “creative pieces” to your environment may help you think “outside the box.”

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General Creativity Tips

Try “individual brainstorming.” First, take note of all your ideas – yes, even the crazy and impractical ones. Write them down first – evaluate later. Early self-criticism destroys creativity.

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General Creativity Tips

Do you have an interesting idea? SHARE IT! Let others build on your preliminary and yet undeveloped thoughts. Remember: Creativity is individual – Innovation is SOCIAL!

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General Creativity Tips

Yes, you are creative. Any human being is – by nature. Negative self talk (of the “I’m not creative” variety) shuts down your own unique pathways towards creativity.

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General Creativity Tips

Curiosity breeds creativity. Ask. Questions.

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General Creativity Tips

Creativity profits from something called “incubation” – time to process an idea or a problem. Force yourself to stop working – switch into something else, or simply take a longer break.

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General Creativity Tips

If you don't see yourself as “creative” it's possible that you are simply blocked by your environment. How much support is there for “newness”? What happens if someone makes a mistake? Discuss these important aspects of creativity with your team and/or supervisor.

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General Creativity Tips

Mutual trust is vital. Without trust you won't share ideas with others. Without trust you won't help someone else either. If your team lacks trust, tackle that problem FIRST.

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General Creativity Tips

Brainstorming works best when people generate their ideas individually, then share, then generate some more. In other words: Not everyone can “generate ideas” as a group. Pool individually generated ideas for maximum success.

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General Creativity Tips

Listen. If your listening skills need honing, do that first. Here’s a trick: Ask permission to take notes. The act of taking notes reduces the impulse of dominating the conversation.

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General Creativity Tips

“Rehearse” your ideas – imagine that you’re giving them a “tryout.” Avoid “getting married” to an idea before trying several options.

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General Creativity Tips

Do you know the saying “If it’s ain’t broke don’t fix it?” That’s a major creativity killer. Remember: Since environmental conditions change constantly, everything is likely to be “breaking gradually” ... by definition!