

## **Lesson 4:** Information sheet 4 **Labels for de Bono's hats**

Focus on data: What you have, gaps in your information, accounting for these missing sections.

Focus on organisation: how is the organisation being run? What's the big picture?

Focus on the positive: use optimistic thinking. What are the benefits and advantages of the issue in question?

Focus on the negative: play devil's advocate. What are the problems, drawbacks, flaws of the issue in question?

Focus on the emotions: What will the emotional responses be to the issue in question? How might this change over time?

Focus on creativity: What are the possibilities? Are there alternatives, any new ideas?