

1-2-4-All Worksheet: A quick exercise to practice inclusive idea generation and group refinement. This activity moves from individual reflection to pair discussion, then small group sharing, and finally whole group synthesis. Use the prompts below to guide your participation.

Scenario Example

Your organization has noticed a drop in team morale and some employees are not consistently following through on their responsibilities. The challenge: How can we improve accountability and boost morale so that everyone feels engaged and committed to shared success?

Instructions

Follow the 1-2-4-All steps to generate and refine solutions:

Step 1: (1 minute)

Individually reflect: Write down one idea you have to strengthen accountability or improve morale.

Step 2: (2 minutes)

Pair up: Share your idea with a partner. Listen to theirs. Together, agree on 1–2 ideas to bring forward.

Step 3: (4 minutes)

Form a group of four: Compare your paired ideas. Discuss overlaps or new insights. Narrow down to 2–3 strong ideas.

Step 4: (All – 5 minutes)

Each group shares their refined ideas with the whole room.

Worksheet: Use the space below to jot down your ideas during each step of 1-2-4-All.

1 person – My individual idea(s):

2 people– Ideas from my pair discussion:

4 people– Ideas from my group of four:

Final All: group idea(s) shared with all: