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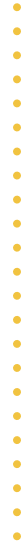


# DIGITAL WARM-UP GUIDE

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INSPIRATION FOR REMOTE TEAMS

WARM-UPS | ENERGIZERS | MINDFULNESS EXERCISES



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With empathy to team success

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# Warm-up together?



How to succeed in experiencing joint cooperation, interaction and collaboration in a remote world?

WARM-UPS | ENERGIZERS | MINDFULNESS EXERCISES

# A guide for successful virtual collaboration

\* especially suitable for virtual whiteboard tools like Mural, Miro and NeXboard

# An Overview

## WARM-UP

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Always in order

Team

0 7

Two truths, one lie

Team

0 8

Party animal

Team

0 9

Zoo

Creativity

1 0

Short stories

Creativity

1 1

Yes, and ...

Creativity

1 2

## ENERGY

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King of computation

Team

1 3

Speed up

Attention

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Memory

Attention

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## ACHTSAMKEIT

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Superheroes

Team

1 6

Slow down

Self-awareness

1 7

Virtual coffee chat

Team

1 8

## ABOUT THE AUTHORS

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[www.visualmanifesto.org](http://www.visualmanifesto.org)

Creating clarity through  
visual, interactive teamwork

# Warm-up

Achieve more  
together through  
playful exercises

teambuilding & creativity

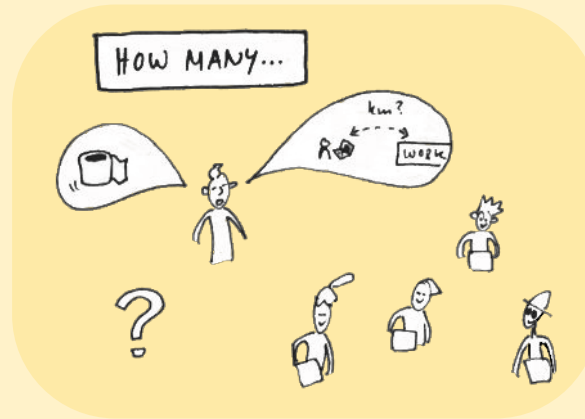


# Always in order .....

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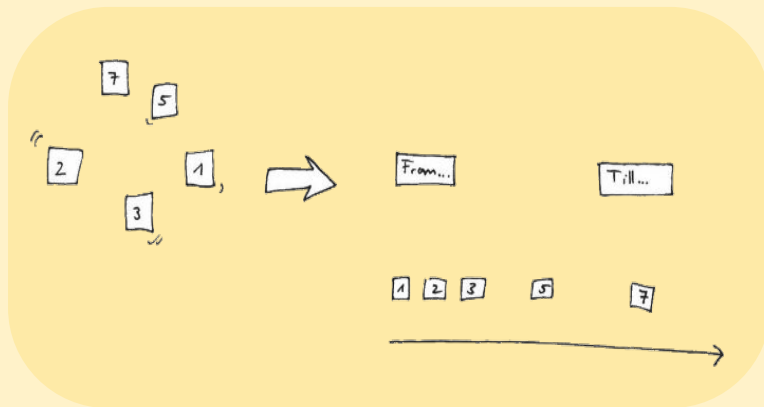
1. Create a sticky note. As a group arrange your sticky notes next to each other.



2. Ask the question, "How many miles are you located from the office?" (or ask an alternative question).



3. Note your answer concisely on your virtual sticky note.



4. Arrange your sticky notes side by side in ascending order from "near" to "far". Find ways to achieve the result together.



5. If all sticky notes are correctly arranged, add your name below your indication on the same sticky note. Share your current location.

## GOAL

This warm-up is about answering a question together, creating an awareness in the team and, despite the distance, playfully building empathy and closeness to each other.

# Two truths, one lie .....



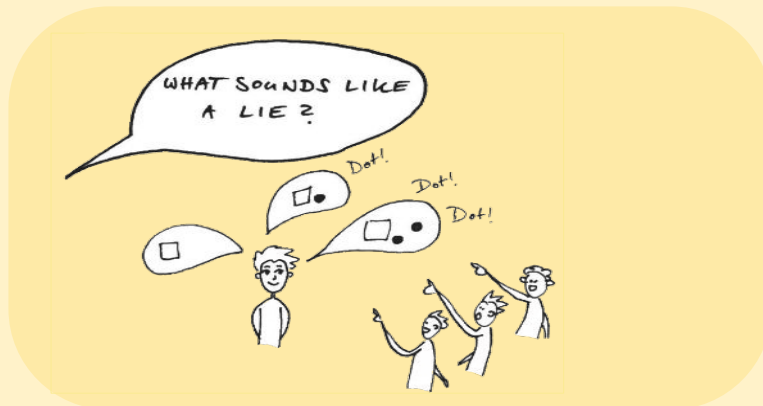
1. Create 3 sticky notes for you (30 sec.). Arrange them next to each other. To distinguish them from those of your team members, choose a distinct color.



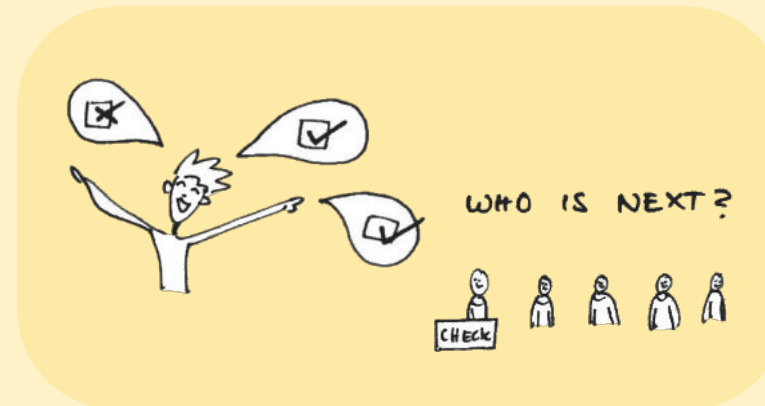
2. Consider two truths and one lie about yourself. Write them down on your sticky notes. Be creative (2min): E.g. I worked as an ice-cream vendor (right), I love skydiving (right), I am afraid of spiders (wrong).



3. Determine a person in your team who begins to present their sticky notes with truths and lies.



4. Listen closely. Which sticky note represents the lie? The moderator initiates a dot-voting session. Everyone has one vote. If there is no voting function, use the chat or another colored sticky note to highlight your assumption.



5. After everyone has voted, the person dissolves who has described their truths and lies. Continue the exercise with the next person until it was everybody's turn.

## GOAL

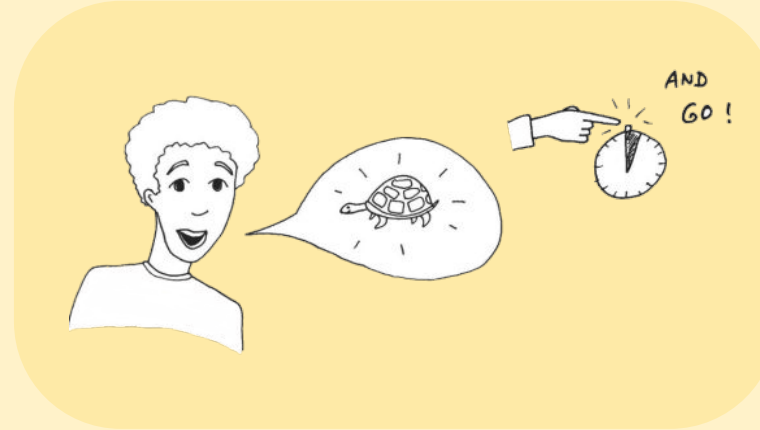
This short warm-up aims to create a cheerful atmosphere, to help loosen up and to better get to know the team members.



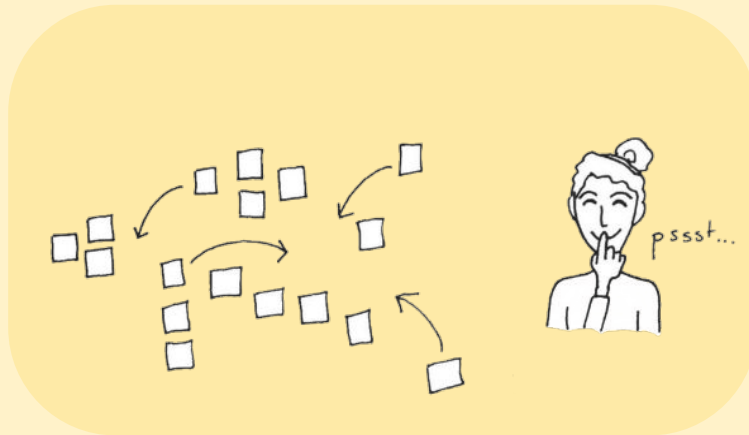
# Party animal



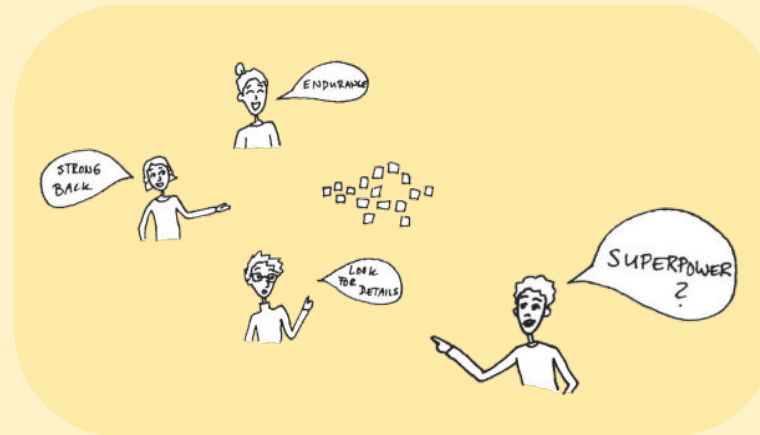
1. Creates 2 to 3 sticky notes per person (possibly in different colors).



2. Within the group, agree on an arbitrary animal. Set a time limit of two minutes.



3. Create the animal together by arranging your sticky notes. Try to communicate as little as possible. Active hands instead!



4. After the time is up: Finish! Hands off! Which animal is recognizable? Which attributes can you recognize and which superpower do you want to attribute to it?

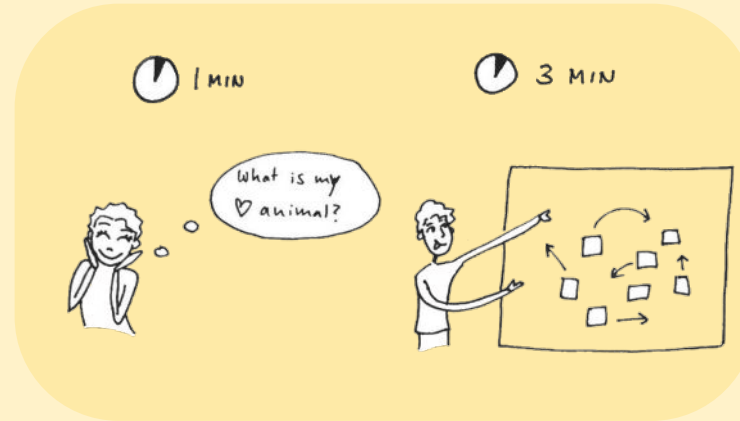
## GOAL

This short warm-up stimulates joint creativity, fun, team alignment, and workflow.

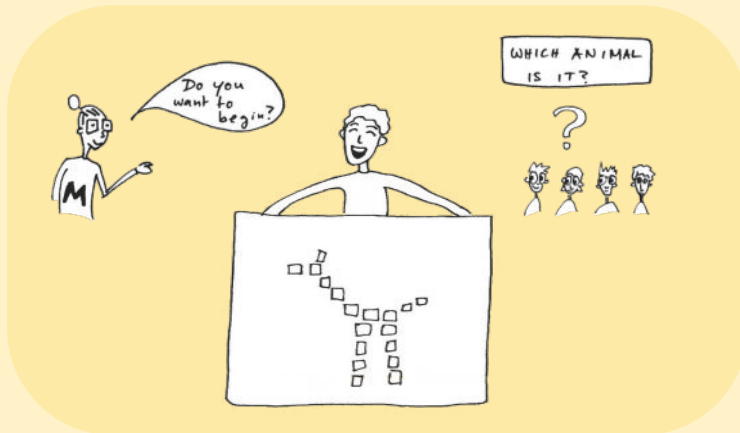
# Zoo



1. Create a large sticky note for each team member which serves as a workspace. Supplement the name to make it easier to assign it for the exercise. Lock the sticky note, if possible.



2. Ask the question, "What's your favorite animal?" After you have selected an animal for yourself, create the animal individually in your workspace using sticky notes or a pencil.



3. After the time limit has expired, try to guess as a group the "animals" you see.

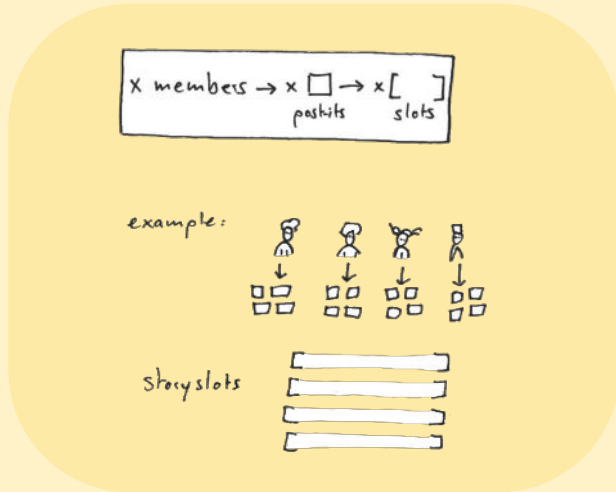


4. The author confirms the animal when it has been guessed and participates in guessing the other animals. Continue the exercise until all animals have

## GOAL

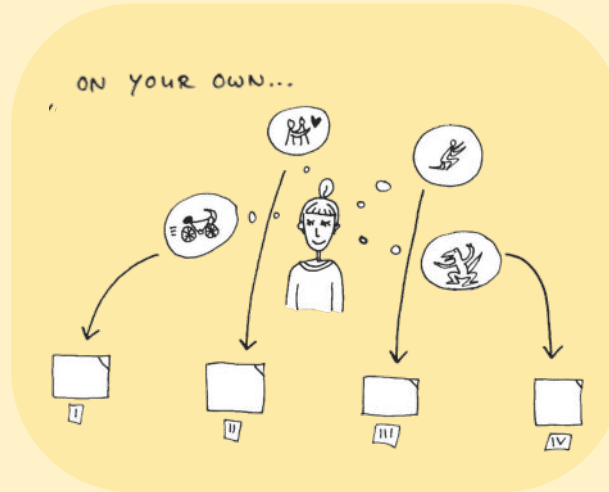
This warm-up invites to low-threshold, playful use of the virtual collaboration tool. It promotes creativity and exchange in the group.

# Short stories



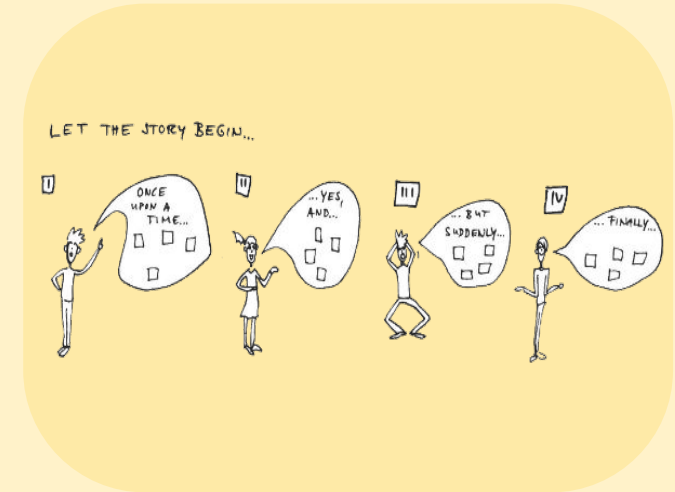
1. Ensure that the number of players and the number of respective story slots corresponds. Every player owns a slot. A "fluid" storyteller is defined in advance, which changes every round.

For example: The one with the longest hair starts, etc.



2. All players are given one minute to write down what comes to mind on the 4 sticky notes - this could be a word, a picture, an association, a state, etc.

Every player allocates 1 sticky note to the other players' slots. All contain 4 sticky notes in total.



3. Make up a story and spread the word! Each storyteller has max. one minute to awaken a story from the respective sticky notes in their slot. Share the story.

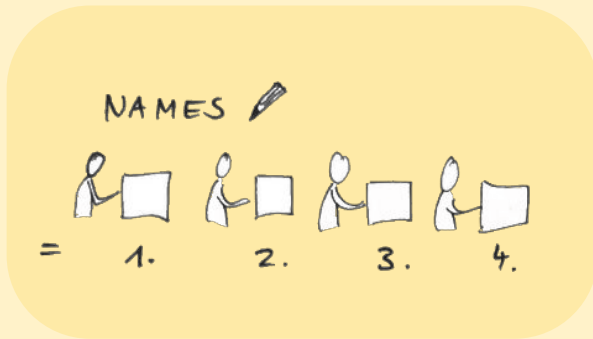
There are no limits, but pay attention to the content and time ;)



## GOAL

This warm-up exercise is about actively listening, building on the ideas of others, and thinking together.

# Yes, and..!



1. Create a sticky note with your name and place it next to the sticky notes of your team members.

The order of the sticky notes marks the running order of the players in this exercise: e.g: Mark 1, Ines 2, Hans 3. After Hans 3 person 1 (1 Mark) continues.



2. Ask a specific question or challenge, starting with "How can we..."

For example, how can we strengthen common team experiences in the #remote age?

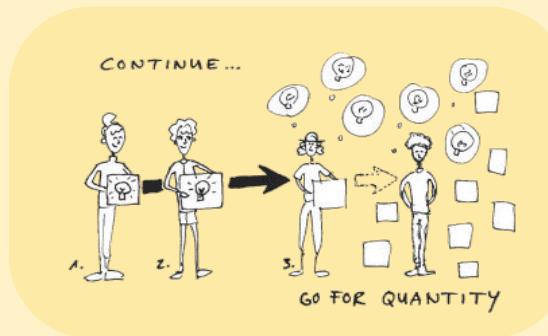


3. Person 1 expresses and creates a sticky note with an idea.



4. Person two says... yes, and... ", writes his idea on a sticky note and sticks it next to the idea of person one.

For example, through video conferencing, we can ... yes, and ... through virtual coffee breaks ... yes, and ... .



5. Continue the exercise until the time runs out. Try to generate as many ideas as possible.

The motto is simple: Quantity over quality. Don't start discussing during the exercise.



6. Check-out: Everyone states which idea he or she liked in particular.

## GOAL

This warm-up is about practicing a mindset that encourages creative and wild ideas. Discussion and criticism are put on hold. Instead, the team builds on the ideas of all.

# ENERGY

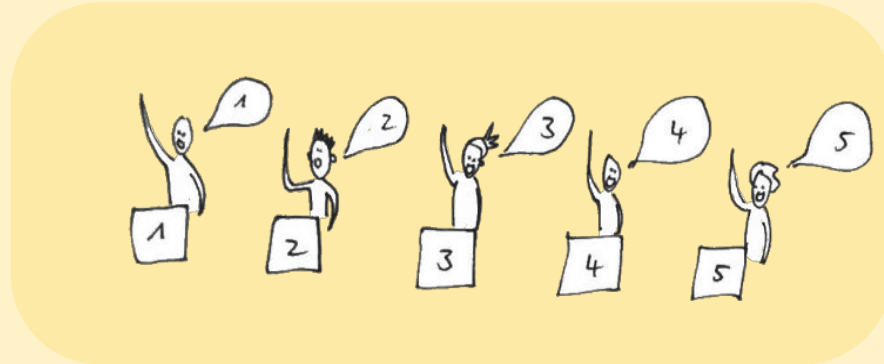


Refuel your energy,  
lift-off together

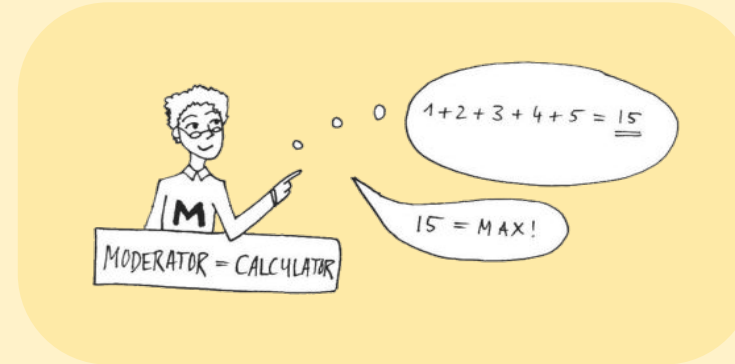
teambuilding &  
attention

# King of computation

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1. How many people take part in the exercise? Create sticky notes accordingly and number them. The numbers should be easy to read. Each person takes a sticky note by moving it or giving it a unique color.

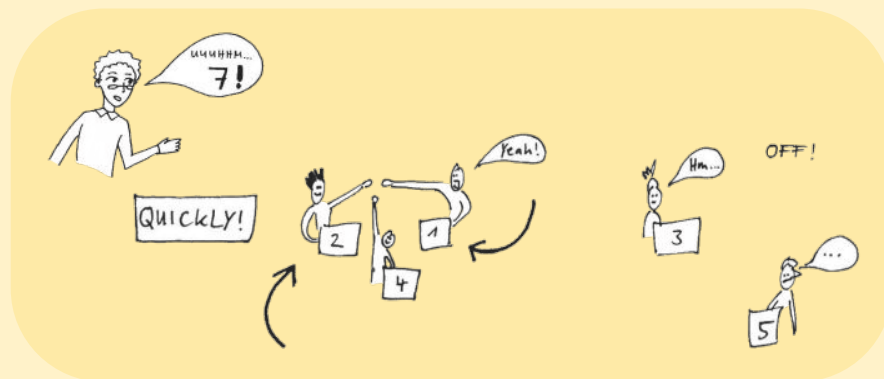


2. The moderator describes the rules of the game. At the beginning, random numbers are announced, which must not exceed the sum of the numbers on the sticky notes.

E.g.  $1+2+3+4+5 = \text{sum max. } 15$

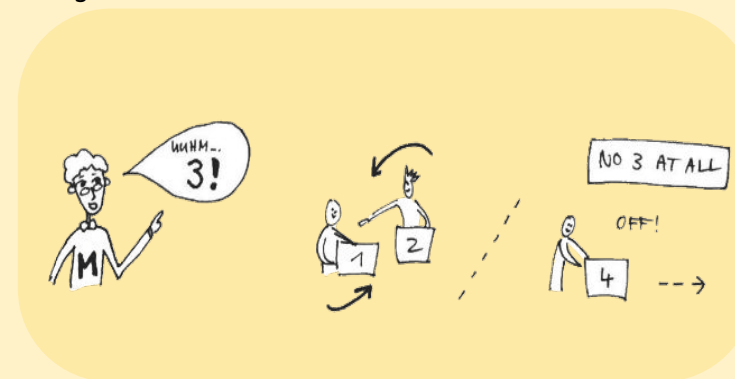
## GOAL

This virtual group exercise requires attention and encourages group interaction in a playful way. Quick mental arithmetic and action is required.



3. Once the number has been announced, try to complete the sum with your number on the post-it.

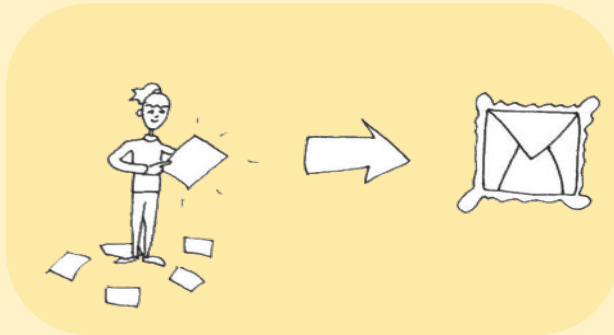
For example: The number 7 is called. My number is 4. I can form a trio with 1 and 2 and move my sticky note in the direction of the respective sticky notes until we complete the sum of 7. It is possible that several groups can form the sum.



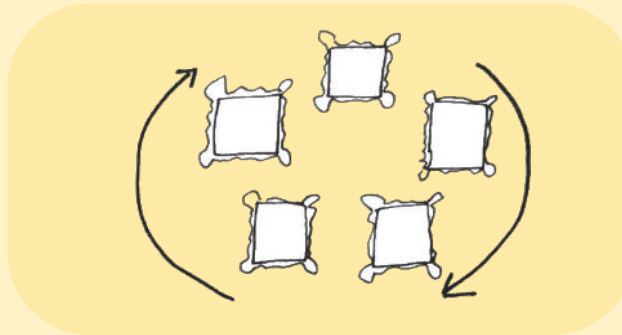
4. As a moderator you calculate the sum of all remaining sticky notes. Again give an arbitrary number. The game ends when one post-it pair remains. Congratulations!

# Speed up

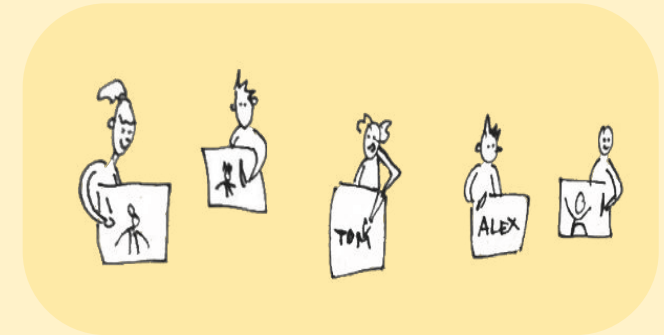
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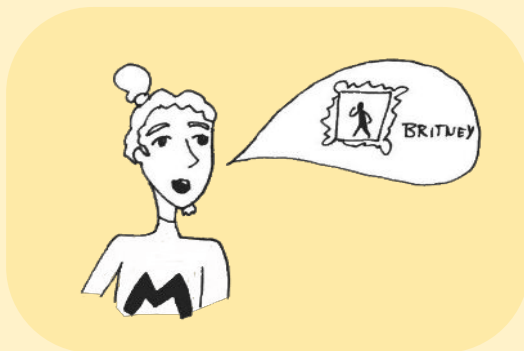
1. All players search Google for an arbitrary picture – a person (Britney Spears), an object (house), etc. ... and send it in advance to the moderator.



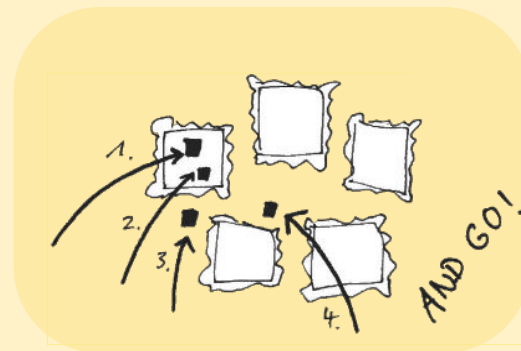
2. As a moderator, you upload all pictures to the virtual whiteboard and arrange them in a circle.



3. As a player, you create a sticky note with your name. If necessary you choose an individual color. Place your sticky note on a picture of your choice.



4. As the presenter, you choose a picture at random: Britney Spears, for example, and announce it.



5. As a player, it is now your task to move your sticky note to the appropriate picture as soon as possible.



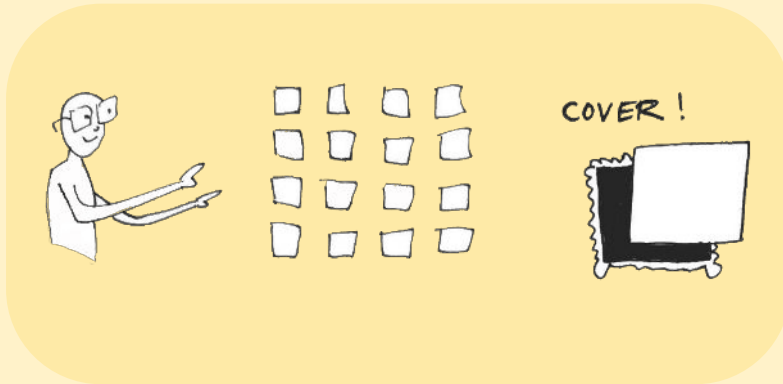
6. Whoever comes last is eliminated. The sticky note is deleted. All other players continue until there is a winner.

## GOAL

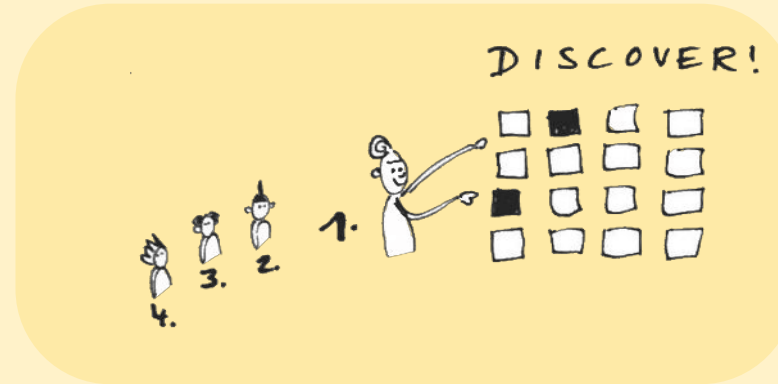
This energizer is an attention exercise that is best suited as preparation for joint decisions.

\* Alternative: In a large group 2-3 players can form pairs (they can be recognized by sticky notes of the same color). To prevent the group from being eliminated, all players must reach the correct picture as soon as possible. If they do not, the whole team is eliminated.

# Memory



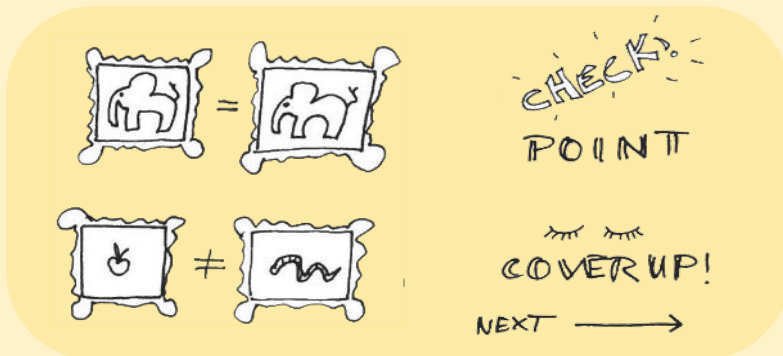
1. Preparation: As a moderator, upload 8 different icons (e.g. from NounProject) into your whiteboard. Duplicate them and create a random 4x4 matrix. Cover the pictures in the grid with sticky notes of the same size.



2. Each player uncovers two different post-its one after the other. The hidden images are revealed.

## GOAL

Creating attention and concentration. A playful approach to jointly solve challenges and enhance team interaction.



3. If both pictures match, it is a pair and the player may count both sticky notes as points. The player may continue. If the two pictures do not match, cover them again with the respective sticky notes. The next player will continue.



4. The game is over when all image pairs have been successfully uncovered. The player with the most sticky notes (points) wins.



# MINDFULNESS



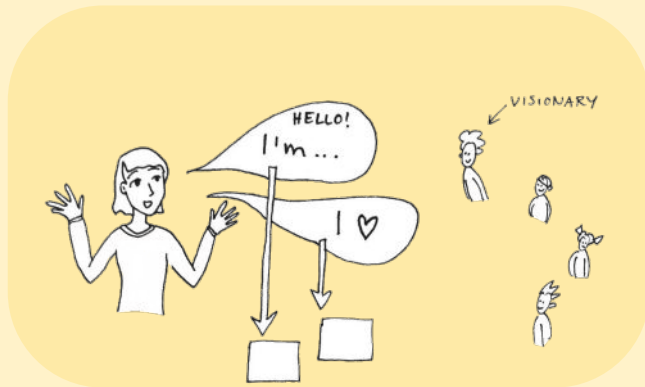
HOLD  
BREATH

Create  
awareness on  
a daily basis

teambuilding &  
awareness

# Superheroes

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1. Introduce yourself by name and record on a sticky note – what you do associate with yourself and what is important to you.

Example: This can be something interesting about your background, a hobby, an everyday ritual or a topic you are passionate about, etc.



2. The next person serves the role of the "visionary", refers to the ideas of persona 1 and shares his or her fantasy in the idea space:  
what special qualities, potentials, and superpowers are in it that can inspire the team.

The feedback is also made available on sticky notes.



3. Then the person who acted as „visionary“ begins to introduce himself or herself to the group and invites the next visionary to become alive.

## GOAL

This short warm-up supports individual self-confidence in the group, joint attribution of positive attributes, getting to know each other and team building.

# Slow down



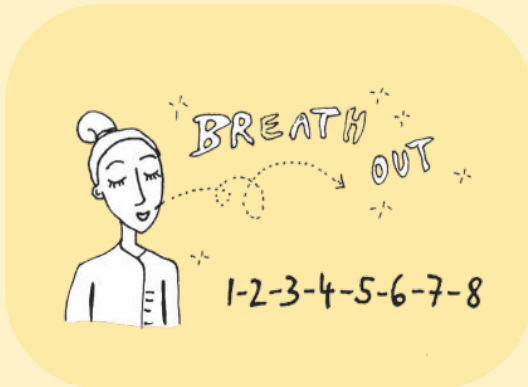
1. Close your eyes, find a comfortable, open attitude and concentrate on the words of the speaker.



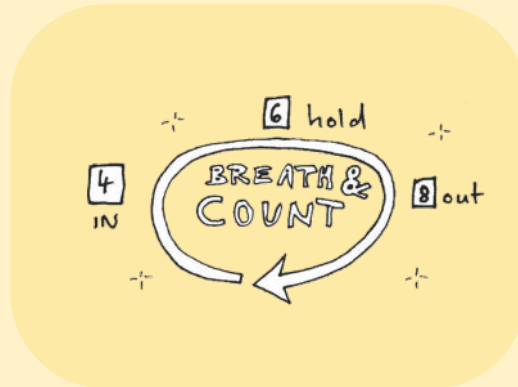
2. "Take a deep breath through your nose for 4 seconds. 1,2,3,4."



3. "Now hold your breath for six seconds. 1,2,3,4,5,6,"



4. "Breathe out slowly through the mouth for eight seconds. 1,2,3,4,5,6,7,8"



5. "We begin again." Repeat the breathing cycle several times.



6. Exchange your individual experiences after the exercise. What did it feel like? How can you integrate them into your everyday life?

## GOAL

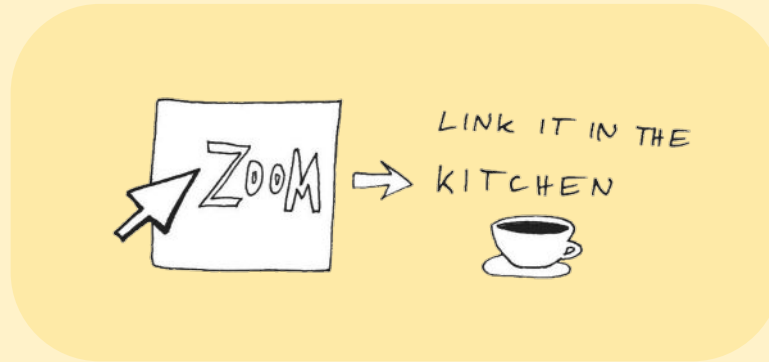
This short mindfulness exercise helps to find focus in stressful (remote) everyday life, to reduce stress, to create awareness in the team and to connect by breathing together.

# Virtual coffee chat

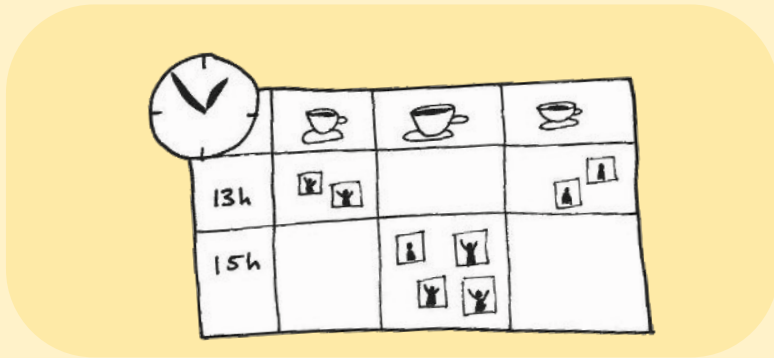
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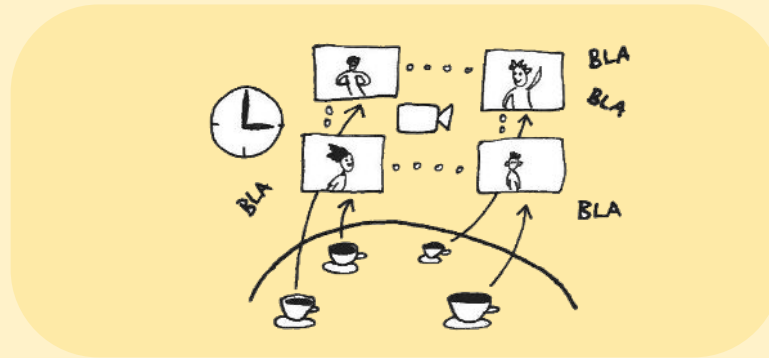
1. Create a virtual coffee kitchen or coffee corner as a team on your virtual whiteboard. Exchange your ideas.



2. As soon as the virtual coffee kitchen exists, create a link (for a video conference, e.g. zoom) and share it visibly on a sticky note in the virtual coffee kitchen.



3. Agree on a fixed time for virtual coffee. For example: We meet at 2:30 PM in the kitchen. (Create a shared calendar entry if necessary).



4. At the appointed time you dial in via the link in the virtual coffee kitchen and can exchange.

To showcase your availability or participation you can place a sticky note with your name in the virtual coffee kitchen before the call.

## GOAL

This ritual serves to strengthen face-to-face communication in a remote working environment and to create team cohesion by simulating an office environment and atmosphere.

# About the authors



# Norman Nemitz

## EMPHATIC INNOVATION COMPANION

I am an experienced consultant, Lean Startup Coach and certified Design Thinking Professional of HPI School of Design Thinking. I help teams to practice changing perspectives and without

processes to make great leaps – so that from problems become ideas for sustainable solutions.

## MY STYLE

As a facilitator, moderator and sparring partner, I helped many teams – from startups, hidden champions, to DAX organization – in their diverse innovation and change processes at eye level.

I ask questions, strengthen visual and playful collaboration, peer learning, and creative and innovative problem-solving in a team.



**Team Collaboration**  
**Lean Start-up**  
**Design Thinking**

# Rebekka Alpermann

## EMPHATIC INNOVATION COMPANION

Als As a coach and program designer, I am involved in the areas of Design Thinking (certified by HPI School of Design Thinking), Sustainable Development, Visual Thinking, music design and yoga actively.

I help teams to look closely, blind spots to discover and get out of the comfort zone, as well as using communication as a powerful basis for creation, learning and discovering consciousness.

## MY STYLE

In the training and project work I initiate and support innovation processes with holistic alertness and set the focus on the individual development potential of the members with and within the teams. Besides passionate, confrontational, playful and visual impulses such as know-how, I accompany learning processes with a basic attitude of Gestalt psychology.



**Visual Facilitation**  
**Team Dynamics**  
**Design Thinking**

# Accompanying formats

## Meeting Facilitation

How can we bring our team to a common understanding?

Supporting teams in this process, to communicate with each other and to make a decision – particularly in a remote context.

### FOCUS

- Embrace a common understanding and decision making
- Team dynamics – the language in its own
- Assess and redesign complex situations

## Visual Facilitation

How to make things visible and get to the heart of the matter?

Enabling teams with visualization techniques to make things tangible, to illustrate work processes, connections, and tasks.

### FOCUS

- Get down to business fast with visual methods
- Simplify and strengthen team communication
- Motivate action with sensemaking, transparency, and responsibility

## Design Thinking

How to achieve a user-centered mindset and create innovative solutions?

Supporting teams to understand user problems and to design creative ideas and prototypes fast

### FOCUS

- Experience mindset and methods of the iterative Design Thinking process
- Defining target groups and understanding needs
- practice change of perspectives, generating ideas and rapid prototyping

## Innovation Consulting

How to jointly develop sustainable solutions for complex problems?

Enabling teams to discover and to co-create new solution spaces.

### FOCUS

- Interdisciplinary team building
- Comprehensive and user-centric problem analysis
- Co-creative and iterative development of prototypes
- Testing and implementation of sustainable solutions

\* We also offer all formats remotely and in a blended format

# Life is a prototype

especially in times of corona

We are happy about your trial and feedback,  
because we want to make more out of this prototype  
– this can only be achieved together.

Are you curious about how we will continue?  
Stop by or write to us:

**[thevisualmanifesto\[at\]gmail.com](mailto:thevisualmanifesto[at]gmail.com)**

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# Playfully design virtual team collaboration

These exercises are partly inspired by the HPI School of Design Thinking

Drawings: Rebekka Alpermann

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