Six Thinking Hats Worksheet

Purpose: Improve problem-solving by considering different perspectives.

1. State the problem/situation.
2. Go through each hat and write insights.
3. Summarize key takeaways and next steps.

What is the problem/situation/action?

Approach it with the white hat. (facts and data)

Approach it with the red hat. (feelings and intuition)

Approach it with the yellow hat. (optimism and benefits)

Approach it with the black hat. (critique and weaknesses)

Approach it with the green hat. (creativity and novelty)

Summarize with the blue hat. (reflection and process)

How To Use (Pro Tips)

Structure and Facilitation:
➔ Begin and end with the Blue Hat to set the agenda and summarize insights.
➔ Use a physical or digital template (like colored sticky notes or an online board) so each hat's role is clear.
➔ In group settings, assign a moderator to help switch hats on time and ensure everyone adheres to the current perspective.

Dedicated Time for Each Perspective:
➔ Allocate specific time slots (e.g., 2-3 minutes per hat) so participants can dive deep without feeling rushed.
➔ Encourage a pause after each hat to record ideas before moving on.

Flexibility in Application:
➔ Choose only the hats relevant to the discussion if time is short, but remember that the full cycle can uncover hidden opportunities.
➔ Rotate the hats among team members to get varied viewpoints and prevent any one perspective from dominating.

Emotional and Data Balance:
➔ Use the Red Hat briefly for gut reactions without overanalyzing, and then shift to fact-based White Hat thinking.
➔ Balance creative (Green) and cautious (Black) perspectives to spark innovation without ignoring potential pitfalls.

QUESTIONS TO REFLECT ON

Diverse Perspectives:
- ➔ For each hat (White, Red, Black, Yellow, Green, Blue), what specific questions can you ask to fully explore that particular lens in the context of a complex problem?
- ➔ How do the insights gathered from each hat challenge or reinforce your current assumptions about the issue?

Integration and Synthesis:
- ➔ After cycling through all six hats, what are the key common themes that emerge, and how can they be synthesized into a coherent strategy?
- ➔ How might conflicting perspectives (e.g., the Red Hat's emotions vs. the Black Hat's caution) be reconciled to form a balanced decision?

Application in Real Scenarios:
- ➔ In a business meeting, how can you structure the exercise so that every participant is fully engaged, ensuring that each hat's insights are captured?
- ➔ Reflect on a recent conflict or challenge: how might using the Six Thinking Hats have provided a more rounded understanding and a creative solution?