

# The Thinking Hats

## “Cheat Sheet”

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You and your team members can learn how to separate thinking into six clear functions and roles. Each thinking role is identified with a colored symbolic “thinking hat.” By mentally wearing and switching “hats,” you can easily focus or redirect thoughts, the conversation, or the meeting.

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**Green Hat:** This is your creative thinking and new ideas hat.

**Their best idea:** Is there something we can add or take away from the idea to make it better?



**Yellow Hat:** This is your positive view of things hat; they encourage and look for benefits in any situation.

**Their Best idea:** What do we like about this idea? What are the potential benefits?



**White Hat:** This is your data and information hat; they see info that is available and that may be needed.

**Their Best Idea:** What does the data say? What are the relevant facts, findings, and data related to this idea?



**Red Hat:** This is your feelings, intuition, and emotion hat.

**Their Best Idea:** What is our gut telling us? What does our intuition say will happen if we implement this idea?



**Black Hat:** This is your cautious hat; they are used for critical judgment.

**Their Best Idea:** What could go wrong with this idea? What are reasons that could cause it to fail?



**Blue Hat:** This is your process control hat; they ask for summaries, conclusions, and decision.

**Their Best Idea:** What action items do we need to pursue in each of the other hat areas to get a complete picture of this idea? What were the salient points from the discussion? What is the team’s final decision?