

Worksheet Booklet

Student Worksheet Booklet

Use alongside the Design Thinking Field Guide. These pages are for filling in again and again, photocopying, and tearing out.

My Info

Name:

Team:

Project name:

How to Use

Photocopy pages you will need more than once, especially interview records.

Mistakes are fine. Cross out and rewrite; more drafts make the project stronger.

For why and how to use a tool, see the handbook. To fill it in, use this booklet.

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Interview Record Sheet

Fill one per person interviewed. At least 3 people recommended. Record their exact words, not only your summary.

| Interview # _____ | |
|---------------------------|----------|
| Field | My Notes |
| Interviewee name and role | |
| Date and place | |
| What I observed | |
| Core pain point | |
| Their exact words | |
| How often it happens | |
| My initial finding | |

Follow-Up Notes

Write as the conversation goes. It can be messy first; organize later.

Self-check: Did I record at least one quote? Did I ask how often this happens and why they did it that way?

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The 5 Whys

Start from one problem and ask why five times in a row. One row at a time; do not skip.

Problem to Dig Into

Problem:

| Step | Answer |
|------------|--------|
| Why 1? | |
| Why 2? | |
| Why 3? | |
| Why 4? | |
| Why 5? | |
| Root cause | |

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Empathy Map

Draw out your understanding of this person. Write who they are in the center, then fill the four boxes.

Who They Are

Who they are:

Four Boxes

Says

What they often say; quotes.

Does

Actions and behaviors.

Thinks

What may be on their mind.

Feels

Emotions: anxious, annoyed, tired?

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Problem Statement Card

Write your chosen pain point as one clear sentence. This is your project's North Star.

Fill the Four Blanks

User:

Root cause:

Problem:

Consequence:

Turn It Into One Sentence

____, because of ____, struggles with ____, which leads to ____.

Self-Check

- The sentence names a specific person or group.
- The sentence includes a root cause.
- The sentence contains no solution.
- Someone uninvolved can understand it when I read it aloud.

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Impact x Feasibility Matrix

Place problems or solutions into the boxes, then pick the one that is both important and doable.

| Four Quadrants | |
|--|--|
| Set aside Important, but not doable now. | Do first Important and doable. |
| Do not do Low impact and hard. | Quick wins Easy, but less important. |

| |
|---|
| My Trade-Off For my first version, I will solve: <hr/> |
| Why this one: <hr/> |

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Brainstorm Page

Give yourself 5 minutes. Quantity first, no judging. Write even silly ideas.

My Problem

My problem is:

12 Idea Spaces

1

2

3

4

5

6

7

8

9

10

11

12

Circle 1-2 Ideas You Believe In

I most believe in:

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Crazy 8s Sketch

One minute per box. Sketch what an idea looks like. The point is to draw it, not draw it beautifully.

| Eight Sketches | | | |
|----------------|---|---|---|
| 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 |

Choice

The box I most want to build is #____, because:

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Must-Have vs Later

Test: without it, can the user still complete the core action? If yes, put it on the right.

| Must-have (max 3) | Later |
|-------------------|-------|
| | |
| | |
| | |
| | |

Core Action

My core action is:

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MVP Check + Steps

An MVP only needs to let the user complete one main action and get clear feedback.

Goal

My first version must let the user:

Step 1

What they see first

Step 2

They do a small action

Step 3

The thing gives feedback

Last

They know what is next

MVP Check

- The user instantly understands who it is for.
- The user can complete one main action.
- The thing gives clear feedback.
- Unimportant features are cut or hidden.

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Prompt Design Sheet

A good prompt is a task brief. Write it, try it once, then revise.

| Four Elements | My Version |
|------------------|------------|
| Who AI should be | |
| What to do | |
| Who it is for | |
| What format | |

My prompt • v1

Write the first version.

After trying it • v2

Write the revised version.

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Feasibility Check Sheet

Before building, run through this honestly. A low score is not failure; it saves wasted effort.

| Check Item | Yes | Maybe | No |
|------------------------------------|-----------------------|-----------------------|-----------------------|
| My problem is specific enough | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| The problem happens often | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| I can name the real beneficiary | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| I have interview evidence | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| It is an information/language task | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| I know input and expected output | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| It does not require perfect AI | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Real people would use it | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

How to Read It

Mostly yes: go build.

Many maybes: adjust the problem or solution.

Many nos: return to interviews and find a better-fitting problem.

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Usability Test Log

Let a real person use it once while you observe quietly. Do not explain first.

| Who tried | Stuck where | Exact words | What I will change |
|-----------|-------------|-------------|--------------------|
| | | | |
| | | | |
| | | | |

While Testing

- I did not keep explaining.
- I noted wrong taps, pauses, frowns, and rereading.
- I asked why they did that.

Priority Fix

The most worth-fixing thing is:

After fixing it, did I try again?

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Showcase Storyline Skeleton

A good showcase tells a story, not a feature list. Move through problem, evidence, solution, demo, and reflection.

| Section | Speaker | Time | One-line point |
|-------------------------|-------------------|------|----------------|
| Opening | a specific person | | |
| Problem + evidence | | | |
| Solution + live demo | | | |
| Reflection + next steps | | | |

Before the Stage

Our opening line:

AI helped with:

We decided ourselves:

Final Check

- The demo is tested.
- Everyone knows their part.
- We timed it and will not run over.

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Star / Step Feedback Sheet

When listening to others, give one Star and one Step. Be specific so they can use it.

| Team | Star | Step |
|------|------|------|
| | | |
| | | |
| | | |
| | | |
| | | |

When receiving feedback

Say thanks first, write it down first, do not rush to argue.

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Free Space / Mind Map

Jot ideas, draw a mind map, or stick notes. Flip back anytime during the project.

Free Notes 1

Free Notes 2