



White Hat

Information available & needed

- What information is available?
- What information do we need?
- What information is missing?
- How are we going to get the missing information?
- Includes both sides of disputed information.
- You may report on someone else's feelings.



Yellow Hat

Benefits & values

- What are the benefits? Give reasons why.
- What are the good things about this?
- What are the values?
- How will this help us?
- What is the sense of potential?
- Why can it be done?



Blue Hat

Managing the thinking process

- Sets the thinking Focus and the agenda.
- Sets the timing.
- Decides on the next step.
- Keeps the discipline when using the hats.
- Asks for summaries and conclusions.
- Asks for decisions.



Red Hat

Feelings & hunches

- Use is limited to 30 seconds.
- Signals feelings, emotions & hunches.
- No justification is required.
- Gives validity to feelings and hunches
- An ingredient in decision making.



Black Hat

Caution, difficulties & problems

- What could be the possible problems?
- What could some of the difficulties be?
- What are the points for caution?
- What are the weaknesses?
- What are the risks?
- Remember, no solutions required.



Green Hat

Alternatives & creative ideas

- We need to make a creative effort.
- What are the alternatives and possibilities?
- How do we overcome our Black Hat difficulties?
- Are there any other ways to do this?
- Generate as many ideas as possible.