

5 *Ways*

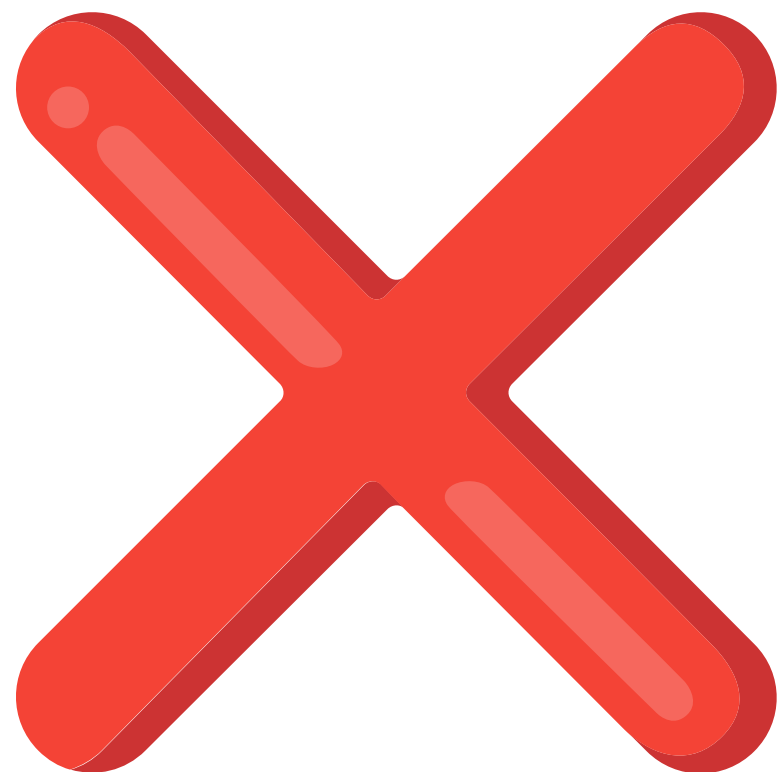
to ***Answer
Questions***

More Effectively



1

Answer
Yes or No



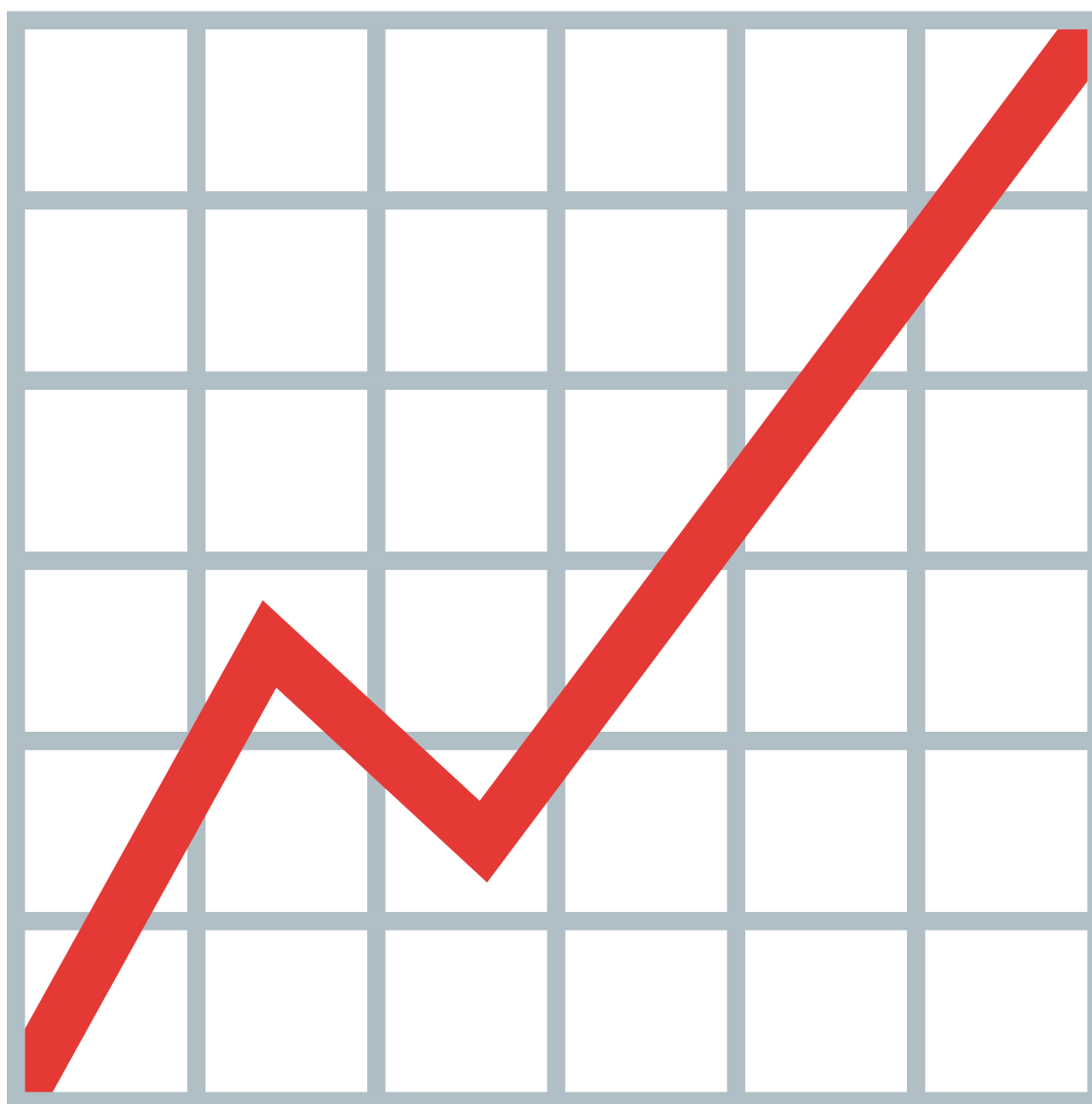
2

Provide
a date



3

Provide
a number



4

List short
bullet points



5

Use the most
powerful
three words:

I dont know
...but i'll get back to you

