



SMART QUESTION ?

HOW TO APPLY ON DAILY BASSIC

WHAT IS SMART QUESTION ?

- A **smart question** is a thoughtful, well-crafted inquiry that prompts meaningful conversations and solutions.
- **The S.M.A.R.T. Formula:**
 - ❖ S: Specific - Targets a precise aspect of a topic.
 - ❖ M: Measurable - Defines a clear outcome or impact.
 - ❖ A: Attainable - Achievable within the scope of the inquiry.
 - ❖ R: Relevant - Connects directly to the message and audience.
 - ❖ T: Time-bound - Has a timeframe for the answer.



BENEFITS OF SMART QUESTIONS

- Boosts creativity and innovation.
- Leads to deeper understanding and problem-solving.
- Encourages active participation and engagement.
- Builds stronger relationships and collaboration.

EXAMPLE

- **Instead of:** "What are the benefits of renewable energy?"
- **Ask:** "By 2025, how can we increase solar energy use in our city by 20%, reducing our carbon footprint by 10%?"
- **Instead of:** "How can we improve teamwork?"
- **Ask:** "What specific communication strategies can we implement within the next quarter to improve collaboration on project X, leading to a 15% increase in efficiency?"

=> **Don't just ask about possibilities, define your target and ignite action!**

HOW TO APPLY in WORK & DAILY BASIS

- **Approach :**

1. Identify your area of focus: What problem are you trying to solve? What goal are you striving for? be specific, avoid generalities.

2. Set S.M.A.R.T. criteria:

➤ **Specific:** Define the precise aspect you want to address. Don't say "improve communication," say "improve team collaboration on project X by 15%."

➤ **Measurable:** Determine how you'll gauge progress. Use numbers, deadlines, or observable outcomes.

➤ **Attainable:** Set realistic goals within your capacity and resources. Remember, "stretch goals" are okay, but avoid setting yourself up for failure.

➤ **Relevant:** Ensure the question aligns with your priorities and objectives. Don't waste time on irrelevant inquiries.

➤ **Time-bound:** Establish a timeframe for achieving the desired outcome. Create a sense of urgency and focus.

3. Craft your question: Use the S.M.A.R.T. criteria to formulate a question that guides you towards action. Don't ask "what can I do better?" Ask "what specific skills or resources can I acquire within the next 6 months to achieve X?"

4. Take action: Don't just ask – answer! Use the insights gained from your S.M.A.R.T. question to develop a plan, implement solutions, and monitor progress.

5. Adapt and iterate: As you move forward, adjust your questions and strategies based on feedback and results. S.M.A.R.T. questioning is a continuous process, not a one-time effort.

