



SMART QUESTION ?

HOW TO APPLY ON DAILY BASIC

TABLE OF CONTENT

- I. The importance of smart question
- II. What is smart question ?
- III. Smart question formula
- IV. Example
- V. How to apply it on daily basis or work

Good communication and effective problem-solving start with asking the right questions. Let's dive into the world of SMART QUESTIONS and see how they improve understanding and outcomes.



What is
smart
question ?

WHAT IS SMART QUESTION ?

- A **smart question** is a thoughtful, well-crafted inquiry that prompts meaningful conversations and solutions.
- **SMART questions** are Specific, Measurable, Achievable, Relevant, and Time-bound. They help us ask questions that are clear, practical, and focused on getting valuable information.



S – Specific

M – Measurable

A – Achievable

R – Relevant

T – Time-bound

Smart Question Formula

SPECIFIC

- A **specific question** is clear and focused. It targets a particular piece of information or aspect of a problem, avoiding vagueness. Instead of asking a broad question, narrow it down to address a specific detail or concern

Example: Instead of asking, "How can we improve our project ?" a specific question would be, "What specific steps can we take to enhance collaboration among team members in our project?"

MEASURABLE

- **A measurable** question allows for a concrete answer or a quantifiable result. It helps in assessing progress and understanding the extent or impact of a situation.

Example: Instead of asking, "Is the project progressing well?" a measurable question would be, "What key performance indicators can we use to measure the success of our project, and what are the current values for those indicators?"

Achievable

- **An achievable question** is realistic and can be answered with the available resources and information. It avoids asking for things that are beyond reach or impractical.

Example: Instead of asking, "How can we completely eliminate all project risks?" an achievable question would be , "What practical steps can we take to mitigate the most critical risks in our project within the given timeframe?"

RELEVANT

- A **relevant question** is directly related to the topic or problem at hand. It ensures that the information sought after is pertinent and valuable to the situation.

Example: Instead of asking, "What is the history of project management?" a relevant question would be, "How does the historical evolution of project management practices impact our current project management approach?"

Time-bound

- **A time-bound question** includes a specific timeframe for the response or action. It helps in setting deadlines and creating a sense of urgency.

Example: Instead of asking, "When can we discuss project improvements?" a time-bound question would be, "Can we schedule a meeting by the end of this week to discuss and finalize the proposed project improvements?"

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

How to apply smart question in work &
daily basis

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.

