



WHAT'S THE SMART QUESTION?

UNLOCKING DAILY AND WORK POTENTIAL

How to Ask the Right Questions to Drive Progress and Innovation



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WHAT IS A SMART QUESTION?



1

- Defining the "Smart": Specific, Measurable, Achievable, Relevant, and Time-bound.
- They help you clarify your goals, track your progress, solve problems, and make decisions.

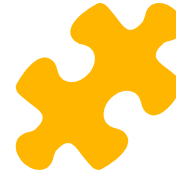


Examples



- Instead of: "Can I finish this report today?" Ask: "Which sections of the report can I delegate to ensure timely completion with high quality?"
- Instead of: "Why are sales down?" Ask: "Have recent market trends, competitor activity, or internal changes impacted customer buying patterns?"

WHY ASK SMART QUESTIONS?



2

Boosting Personal Growth

- Challenge yourself
- Spark curiosity
- Uncover new learning opportunities.

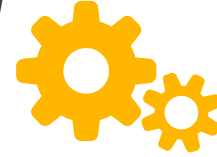
Building Strong Teams

- Encourage collaboration
- Foster critical thinking
- Overcome communication barriers.

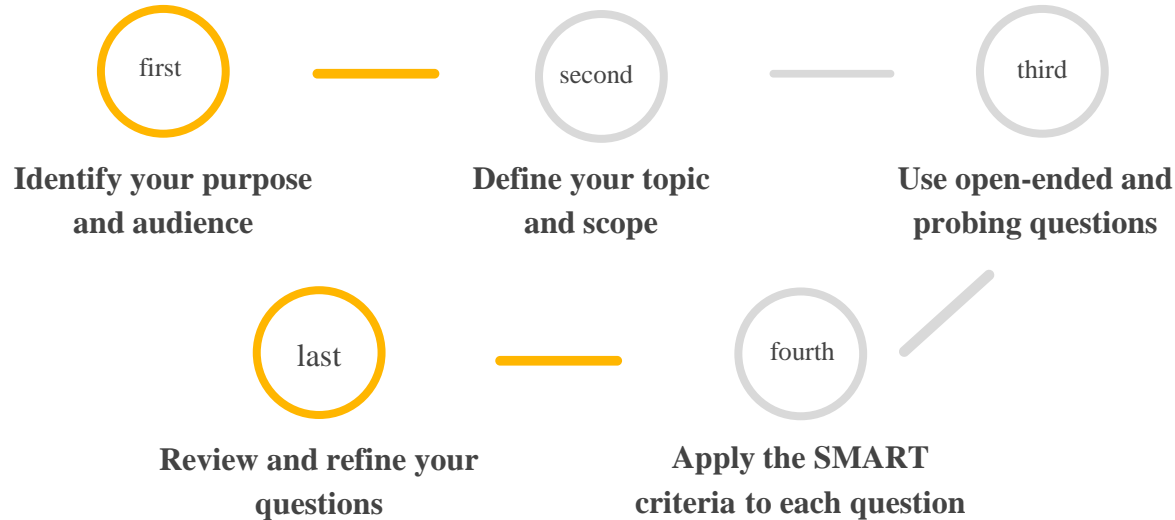
Driving Innovation

- Uncover hidden problems
- Identify untapped potential
- Generate creative solutions

HOW TO FORMULATE SMART QUESTIONS?



3





Here are some tips for applying the smart question framework

Specific

Measure

Achievable

Relevant

Time-bound



Specific

- Ask questions that are targeted and direct.
- Avoid vague questions that require a lot of interpretation.
- Get right to the point.





Measure

- Ask questions that can be quantified or measured in some way.
- This helps evaluate the effectiveness of any responses or solutions.



Achievable

- Make sure the questions you're asking can realistically be answered within a reasonable timeframe and with available resources.
- Don't ask overly broad or unbounded questions.



Relevant

- Ensure your questions are pertinent to the task or problem at hand.
- Avoid questions that don't directly relate or move things forward.



Time-bound

- Include clear deadlines or timeframes for when you need answers by.
- This creates urgency and accountability.

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HOW TO APPLY SMART QUESTIONS DAILY

At work

In Personal Life



At work

During meetings

Encourage participation with open-ended questions.

During brainstorming sessions

Challenge assumptions and build on ideas with probing questions.

When giving feedback

Ask questions that promote self-reflection and improvement.

In Personal Life

Deepen conversations with thoughtful inquiries about motivations, aspirations, and perspectives.

Approach challenges with critical questions to identify root causes and solutions.

Enhance self-awareness through introspective questioning: "What truly matters to me?" "Am I making the most of my time?"



TOOLS AND TECHNIQUES

5

THE 5 WHYS

Uncover the underlying cause of an issue by asking "Why?" five times.

ACTIVE LISTENING

Pay close attention to responses and tailor follow-up questions accordingly.

SOCRATIC METHOD

Guide critical thinking through a series of probing questions.

Encourage exploration with non-leading questions that start with "who," "what," "where," "when," or "why."

**OPEN-ENDED VS.
CLOSED-ENDED**



Thanks!

Any questions?