

**JOURNEY TO YOUR BEST**

*CHALLENGE 0*

**SMART QUESTION**





# TABLE OF CONTENTS



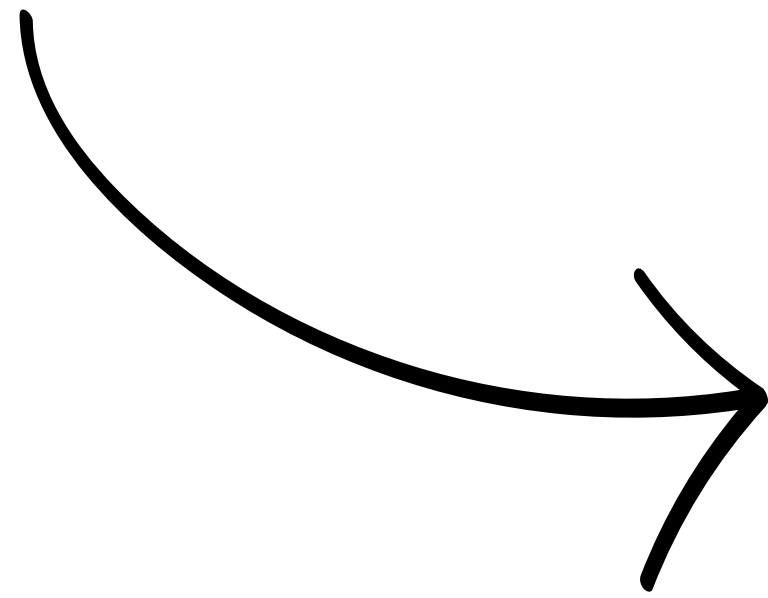
**1** What is a Smart Question?

**2** Characteristics of Smart Questions

**3** Importance of Smart Questioning in Daily Work

**4** Applying Smart Questioning in Daily Work

# 1. What is a Smart Question?



A **smart question** is carefully formulated to prompt **critical thinking** and elicit **relevant information**. It is **open-ended, thought-provoking**, and encourages **reflection** rather than a simple **yes or no response**. Smart questions are designed to uncover **assumptions**, challenge **perspectives**, and promote a **deeper understanding** of the subject matter.

## 2. Characteristics of Smart Questions

Characteristic	Description
Open-Ended	Avoid closed-ended responses and encourage individuals to provide detailed and thoughtful answers.
Purposeful	Have a clear purpose and are aligned with the objectives of the conversation or task at hand.
Neutral	Are framed in a neutral manner, avoiding bias or leading language that may influence the response.
Reflective	Prompt individuals to reflect on their thoughts, assumptions, and beliefs.
Contextual	Consider the context of the situation, ensuring relevance and applicability.

### 3. Importance of Smart Questioning in Daily Work



#### **Enhances Critical Thinking:**

By prompting individuals to analyze information, evaluate alternatives, and consider different perspectives.

### 3. Importance of Smart Questioning in Daily Work



#### **Fosters Collaboration:**

Encourages collaboration and effective communication, as it invites input from diverse viewpoints.

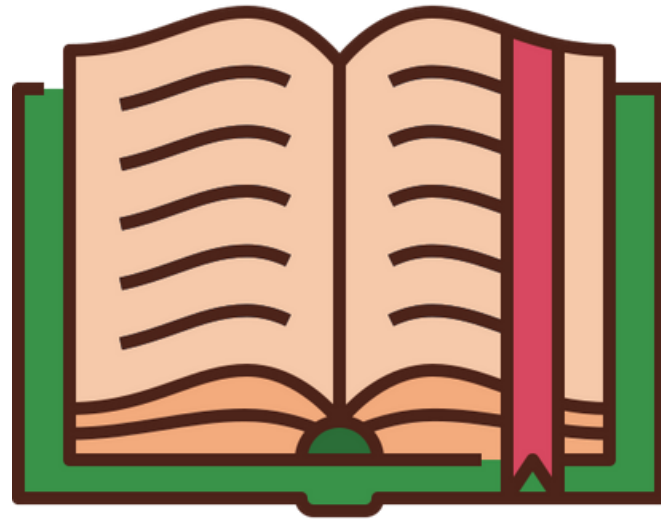
### 3. Importance of Smart Questioning in Daily Work



#### **Drives Problem Solving:**

A powerful tool for problem-solving, guiding individuals through a systematic exploration of challenges and potential solutions.

### 3. Importance of Smart Questioning in Daily Work



#### Promotes Continuous Learning:

Individuals create an environment conducive to continuous learning and improvement.



## 4. Applying Smart Questioning in Daily Work

### Formulate Open-Ended Questions

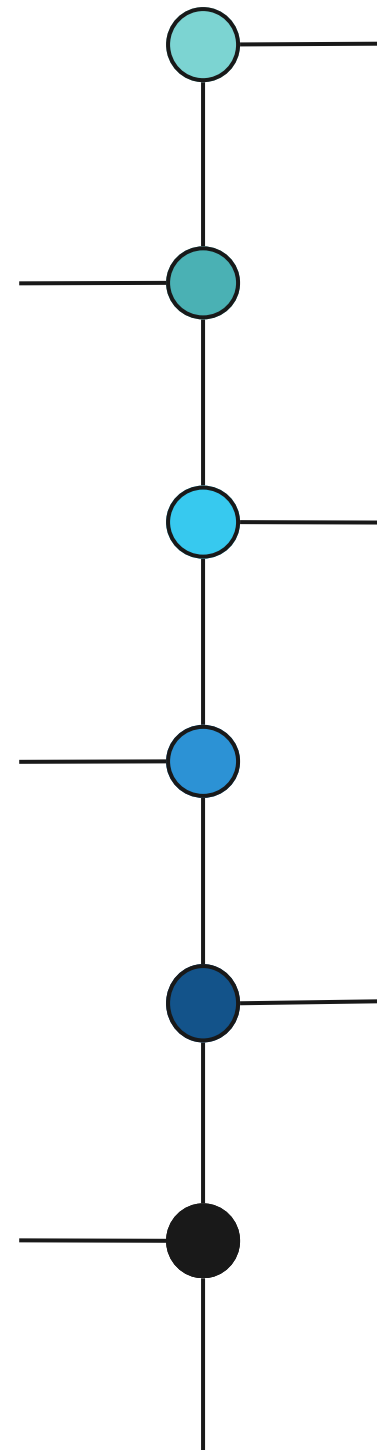
Craft open-ended questions encouraging detailed, deep exploration, not simple yes/no.

### Avoid Unpolite Language

Be courteous, and avoid impolite language for respectful and effective communication

### Listen Actively and Follow Up

Listen actively, use responses for follow-up, crucial for deeper understanding.



### Stage 1: Clarify Your Objective

Define question purpose for focused, relevant inquiry and seek specific insight.

### Stimulate Critical Thinking

Prompt critical thinking with questions requiring analysis, evaluation, and reflection.

### Ensure simplify

Ensure simplification for clarity and understanding.

## 4. Applying Smart Questioning in Daily Work

### Example 1: Meeting

Begin meetings with a smart question that sets the tone for critical discussion and encourages active participation.



## 4. Applying Smart Questioning in Daily Work

### Example 2: Decision-making

Incorporate smart questions into the decision-making process to ensure thorough consideration of alternatives and potential consequences.





## 4. Applying Smart Questioning in Daily Work

### Example 3: Problem-solving

When faced with challenges, use smart questions to guide a systematic analysis of the problem and generate innovative solutions.



## 4. Applying Smart Questioning in Daily Work

### Example 4: Feedback

Frame feedback using smart questions to encourage self-reflection and empower individuals to identify areas for improvement.



*CHALLENGE 0*

**THANK YOU**



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