

How to ask good questions: checklist

Focus

Focus on what you want to ask.

- What specifically do I want to know?
- What information am I missing?
- Is this more than a simple YES or NO question?
- Am I going for deeper knowledge?

Purpose

Think about why you are asking the question.

- Do I want facts or opinions?
- Do I need a simple clarification or deeper information?
- What is the result I'm hoping for?
- Am I trying to introduce something I think the group is missing?

Timing

Timing is important for both your first and follow-up questions.

- Initial questions: when to ask e.g. in a meeting-individual or group, texting, hallway conversation, email
- Do I have any more specific questions to add?
- When and how do I need to ask more questions?
- Who do I ask?