

ASKING BETTER QUESTIONS*

1. Ask one Question at a Time
2. Use Shorter Questions
 - The more you say, the less people listen.
3. Become Comfortable with Silence
 - Don't rush to fill the space because it may feel awkward. Silence is the "sound" thinking makes!
4. Ask Open-ended Questions
 - Those that cannot be answered with a "yes" or "no". Asking questions that start with "What" or "How" invites the other person to share their ideas. (e.g. How do you think we could accomplish that?)
5. Avoid "Why?" Questions
 - They tend to put the other person on the defensive.
6. Consider whether you want to Widen or Narrow the Funnel
7. Use Closed-ended Questions to reach a Decision
 - Does anyone support moving forward with that idea?
8. Don't hide Answers in Your Questions

*Adapted from BobbyPower.net.