# Smart How To's: Your Smart Questions 100+ Questions Toolkit

The purpose of these questions is to give you the tools you need to become skilled in using the right questions with others at work and in everyday life. Use these questions to plan your thinking and think through your planning.

| QUESTIONS | |
|---|---|
| 1. What do you think? | |
| 2. What would you like to know? | |
| 3. What is the opportunity here? | |
| 4. What is another way of looking at this? | |
| 5. Where is the silver lining? | |
| 6. How can I turn this into a positive learning experience? | |
| 7. What's the hidden potential here? | |
| 8. If this were solved or figured out, what would a great solution look like? | |
| 9. What's my/your vision of success? | |
| 10. What are the best possible outcomes? | |
| 11. Why am I/are we doing it this way? | |
| 12. Could there be a better way? | |
| 13. What does my/your desired future look like? | |
| 14. If this were successful, what is in place and what is different? | |
| 15. If a successful solution is found/developed, what will be the impact? | |
| 16. What if…? | |
| 17. What exactly do you mean? | |
| 18. Can you be more specific? | |
| 19. Can you please clarify what you mean? | |
| 20. What other information would be helpful to have? | |
| 21. What am I/are you missing? | |
| 22. Can you tell me more about…, and give me more details about…? | |
| 23. Can you give me an example of that? | |
| 24. As you think about your potential future, what are you most excited about? | |
| 25. As you think about your potential future, what are you most worried about? | |



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|---|---|---|---|---|
| 26. What are your dreams for the future? | | | | |
| 27. What do you hope to gain from the successful completion of this program? | | | | |
| 28. Where do you see yourself in one year? Three years? Five years? Ten years? | | | | |
| 29. What does a happy/great/fun day look like for you? | | | | |
| 30. What does a great job look like for you? | | | | |
| 31. Can you tell me everything you know about…? | | | | |
| 32. Can you say more about that? | | | | |
| 33. What happened then? | | | | |
| 34. What other information do you have that would make it easier for me to understand? | | | | |
| 35. When people/customers/co-workers complain, what do they say? | | | | |
| 36. Do you mind if we start over? | | | | |
| 37. How are you feeling? | | | | |
| 38. How are you? | | | | |
| 39. Can you say more about that? | | | | |
| 40. What do you wish you could spend more time on and less time on? | | | | |
| 41. How do you see me? As a leader, a worker, a friend, a team member, or…? | | | | |
| 42. How did you feel about? | | | | |
| 43. How did you feel when…? | | | | |
| 44. I am trying to sense how you are feeling now. Are you angry, embarrassed, proud, upset? | | | | |
| 45. How (angry, upset, worried, embarrassed) are you? | | | | |
| 46. If things were different, how would you like to be treated? | | | | |
| 47. What is the most important thing we should be discussing today? | | | | |
| 48. What do we need to decide today? | | | | |
| 49. Is there anything I can do that would be helpful? | | | | |
| 50. Have I got it right when I say that you…? | | | | |



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| 51. | How am I feeling about this? | | | |
| 52. | What do I/you notice when I/you watch and listen? | | | |
| 53. | What one incredible change would make your life better? | | | |
| 54. | How can this be the best possible win-win? | | | |
| 55. | Why are you doing this? | | | |
| 56. | Can you explain more about…? | | | |
| 57. | What is important about this? | | | |
| 58. | What results do you want? | | | |
| 59. | What is the real problem? | | | |
| 60. | What is the heart of the problem? | | | |
| 61. | What possibilities come to mind? | | | |
| 62. | What do you want to do next? | | | |
| 63. | What might happen if…? | | | |
| 64. | Who else could help? | | | |
| 65. | Could you say more about…? | | | |
| 66. | What is the crux of the issue? | | | |
| 67. | Why do you do what you do? | | | |
| 68. | Is this the best you can do? | | | |
| 69. | Is it a yes or a no? | | | |
| 70. | Can you help me get a better understanding of this? | | | |
| 71. | Can you help me understand how you feel? | | | |
| 72. | What is the underlying cause of…? | | | |
| 73. | What is the root cause of…? | | | |
| 74. | How do you think the problem could be solved? | | | |
| 75. | What has contributed to the problem? | | | |



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| 76. What have I/you done to contribute to this situation – good and bad/right or wrong? | | | | |
| 77. What is the driving force behind this? | | | | |
| 78. What are you going to do? | | | | |
| 79. What conclusions have you come to? | | | | |
| 80. What is the best solution? | | | | |
| 81. What is the most sensible thing to do? | | | | |
| 82. What is the best way to proceed? | | | | |
| 83. What did you learn? | | | | |
| 84. What are you trying to accomplish? | | | | |
| 85. What is stopping me/you/us? | | | | |
| 86. What would happen if I/you/we did nothing at all? | | | | |
| 87. What positive lessons can I/you/we take from this? | | | | |
| 88. What do I really appreciate about you/this situation/this opportunity/this challenge? | | | | |
| 89. What is a positive way of looking at this? | | | | |
| 90. What are the best things that could happen? | | | | |
| 91. What are the worst things that could happen? | | | | |
| 92. How will this help you achieve your goals? | | | | |
| 93. What is getting in the way of my/your success? Our success? | | | | |
| 94. If you had the resources – time, money, support – what would you be doing that you are not? | | | | |
| 95. Can you tell me about your plans? | | | | |
| 96. What is the most difficult challenge you have faced? | | | | |
| 97. Is this the best that you can do? | | | | |
| 98. What do you feel is the right decision for you? | | | | |
| 99. What in your life has given you the greatest sense of fulfilment or meaning? | | | | |
| 100. What would you like to be remembered for? | | | | |



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| 101. Is this consistent with your values and beliefs? | | | | |
| 102. What evidence will convince you that this has been successful? | | | | |
| 103. Based on your experience, what do think will happen? | | | | |
| 104. What are your assumptions about…? What assumptions could be wrong? | | | | |
| 105. What are your priorities right now? Over the next month? Year? | | | | |
| 106. What have you tried so far? What's worked? What's not worked? And why? | | | | |
| 107. What do you feel is the right thing for you? | | | | |
| 108. Do you feel this is the right thing for you? | | | | |
| 109. What is the most important thing I/you/we need to do today? | | | | |
| 110. **INSERT YOUR OWN QUESTIONS HERE** | | | | |
| 111. | | | | |
| 112 | | | | |
| 113. | | | | |
| 114. | | | | |
| 115. | | | | |
| 116. | | | | |
| 117. | | | | |
| 118. | | | | |
| 119. | | | | |
| 120. | | | | |



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