CLARIFY

The important thing is NOT to stop questioning.

- Albert Einstein

CONTINUING TO ASK QUESTIONS

Continuing to ask questions in response to input from others is one of the behaviors that is part of the Clarify style of the Sphere of Influence 360˚.

When you continue to ask questions you DIG DEEPER, you make sure you discover all the details.

Contiuing to ask questions is partly a mindset. When the other person is speaking, the trick is to make sure that you regularly ask yourself :

- *"Is everything completely clear or do I need more information?"*

EXERCISE 1: PRACTICE, PRACTICE, PRACTICE

When you continue to ask questions you focus completely on what others say. You:

- Show that you are interested.
- Try to make as clear as possible what the other person means.
- Check if you understand people correctly.

Continuing to ask questions is a skill you 'learn by doing'. So every conversation is a chance to practice. There are a number of questions that can help you. You already came across these questions on the first page:

In the table below you find some examples of how you can use these in sentences. Start using them today! GOOD LUCK!!

Example sentences when you focus on:	Example sentences when you focus on:
 The PAST	 **The FUTURE**
• WHAT did you do exactly? • HOW long did that take? • WHO was involved? • What happened then? • WHEN was that? • WHERE did this take place?	• WHAT are you planning to do exactly? • HOW long will that take? • WHO will be involved? • What happens then? • WHEN will that be? • WHERE will this take place?

EVALUATION: How did your attempt to continue to ask questions in response to input from others worked out?

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

What did you learn? What insights did you gain?
What went successful? What would you do the same again?
What can you do to improve your performance?
What is your next step?