The QFT, on one slide...

1) **Question Focus**

2) **Produce Your Questions**
   - Follow the rules
   - Number your questions

3) **Improve Your Questions**
   - Categorize questions as Closed or Open-ended
   - Change questions from one type to another

4) **Strategize**
   - Prioritize your questions
   - Action plan or discuss next steps
   - Share

5) **Reflect**

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1. Ask as many questions as you can
2. Do not stop to discuss, judge or answer
3. Record *exactly* as stated
4. Change statements into questions

**Closed-Ended:** Answered with “yes,” “no” or one word

**Open-Ended:** Require longer explanation

Source: The Right Question Institute
rightquestion.org