

# 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**

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