

# Cheat Sheet for Getting Actionable Information

Try using the following clarifying questions during conversations to get actionable information



Communities need really detailed information to design powerful strategies. Unfortunately, people typically give fairly vague, high-level answers when asked questions..

## Clarifying Questions

What would that **look like**?

Can you **tell us more** about XX?

Could you **explain what you mean** by XX?

Can you **tell me something else** about XX?

Can you **give me an example**?

**Who** does that involve?

**When** does it happen? **Where?** **How?**

**Why** do you think that happens?

### Example of a response that does **NOT** have enough detail:

- Families need support
  - *Example clarifying questions you could use for this response: What kinds of support do families need? Can you give me an example?*
- Programs aren't affordable
  - *Example clarifying questions you could use for this response: What programs? What would be more affordable for families?*

### Example of a response that **DOES** have enough detail:

- Families need more early literacy supports to help their 4 year old kids get ready for school
- Quality childcare programs are not affordable for many families; programs that cost over \$200 a week are too expensive.