

# THE 3 QUESTIONS

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## WHEN AND WITH WHOM MIGHT YOU USE THIS TOOL?

Use this tool as a way to increase collaboration and alignment in multiple directions of your work—towards your customers, co-workers, direct reports, and manager.

## HOW TO USE IT

*Identify a person who is affected by your work.*

- 1 Meet with that person and ask them the following 3 questions.** (Record their responses in the corresponding spaces provided.)  
  
Q1: How does somebody in my role affect or potentially affect your ability to do your work (both positively and negatively)?  
  
Q2: From your perspective, how could a person in my role be most helpful to you?  
  
Q3: How and at what frequency would you like me to check in and stay accountable to you for my impact on your ability to do your work?
- 2 List possible adjustments.** Given what you have learned in your conversations, list any adjustments you could make in your work to be more helpful.
- 3 Set check-in method and cadence.** You will measure your impact on this person by checking in with them according to the schedule you agreed to in response to Question 3. Record in this column the check-in method and cadence you agreed to with this person.

**PERSON**

<p>1</p> <p><b>3 QUESTIONS</b></p>	<p>2</p> <p><b>POSSIBLE ADJUSTMENTS</b></p>	<p>3</p> <p><b>CHECK-IN METHOD AND CADENCE</b></p>
<p>Q1 Learnings:</p>		
<p>Q2 Learnings:</p>		
<p>Q3 Learnings:</p>		

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