

# HOW TO GUIDE

## *Journal Prompts*

### How to Stop Over Explaining

*Step 3:  
Ask a Question*

## Step 3: *Ask a Question*

# Focus on Value

If you're concerned that people may need more detail, simply ask them a question!

Here are a few to keep in your hip pocket:

- Would you like more detail around <fill in the blank>?
- What questions do you have?
- What else would you like to know?

Write the questions that you'll follow-up with below:



## Step 3: Ask a Question

# Focus on Value

Write the questions that you'll follow-up with below:



## Step 3: Ask a Question

# Summary

**Remember... No one wants or needs to know everything that's going on inside your head.**

# You're smart and capable.

That's why you were hired into your position.

When you eliminate over explaining, your self-confidence will increase and others will have more confidence in your ideas and suggestions!

