

This is a compendium of questions, not meant to be absolute but simply to act as a guide. There are four pages.

### Questions to ask your manager

How can we improve the quality of our \_\_\_\_\_?

May I have the corner office?

Is that a no for now, no for the near term, no forever or no I don't like you?

May I have the premier parking spot?

Will you pay my expenses for the seminar (mailing, trip)?

How much will you pay?

Will you sign me up for \_\_\_\_\_?

Will you institute a fitness program for the office and pay the fitness club dues?

### Questions to ask your assistant

How are we doing?

How can I make your job more enjoyable?

How can I encourage you to become more involved in the team effort?

How are the kids?

What are their names again?

What grades are they in?

How was your commute?

What have you read lately that was interesting? (What movie, play would you recommend?)

Will you recommend a good restaurant in \_\_\_\_\_?

How can we improve what we're doing?

What business goals do you have that I can assist you with?

*Remember, your assistants wear the same invisible sign around their neck that we all wear... "Make me feel important."*

### Questions to ask existing clients

How are we doing?

Are we exceeding your expectations?

Who do you know that might appreciate the same quality service?

Thank you for the referral; can you provide two more?

Will you introduce me to \_\_\_\_\_?

If we could do one thing better, what would it be?

### Questions to ask a prospect

What is your timeline for accomplishing that?

What's preventing you from \_\_\_\_\_?

Do you have to seek anyone else's approval?

What's stopping us from working together?

### Questions to be asking yourself

What skills do I most need to polish or acquire?

Where do I want to be in 5 years?

What opportunities am I missing?

What is it that I am doing that I want to stop doing?

What is it that I am not doing that I want to be doing?

Am I wealthy? If not, why not?

Am I happy? If not, why not?

Am I successful? If not, why not?

Does further delay bring me an advantage?

What would I do if I knew I could not fail?

What do I wish I had more time to do?

If nothing changes what is likely to happen?

## **Your Success is My Business**

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