



CLEAR THINKING TODAY

Developing Hacks – Unit 2

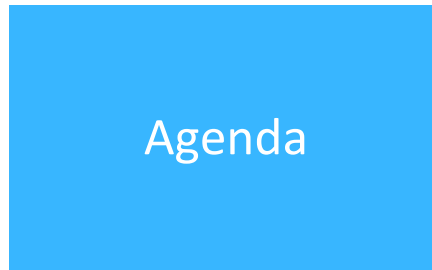


ClearThinkingToday.com

Objectives

- Show how to craft a solid first draft of a PMQ chart
- Demonstrate how to enhance the quality of your initial PMQ chart
- Illustrate how to add more options to your PMQ chart





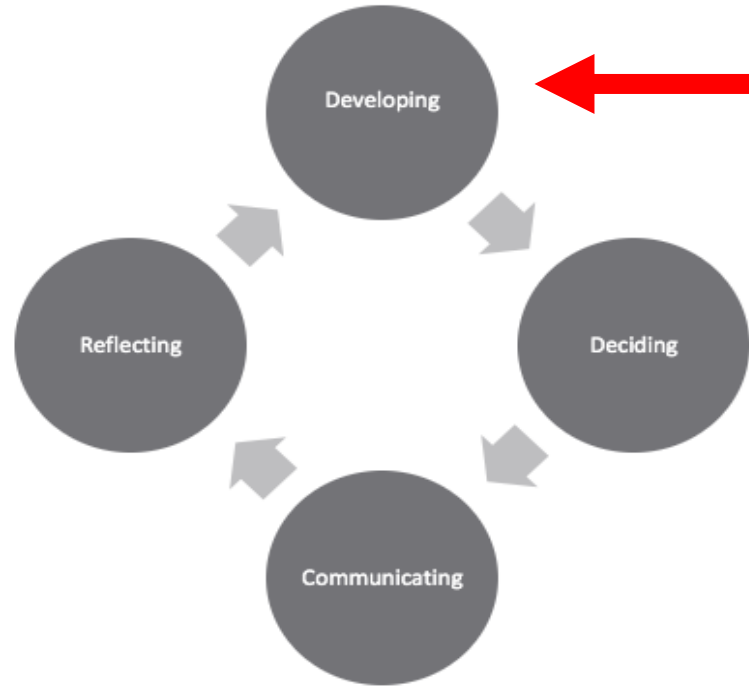
Agenda

1. Overview of Clear Thinking Hacks
2. Developing Hacks
3. Discussion Questions

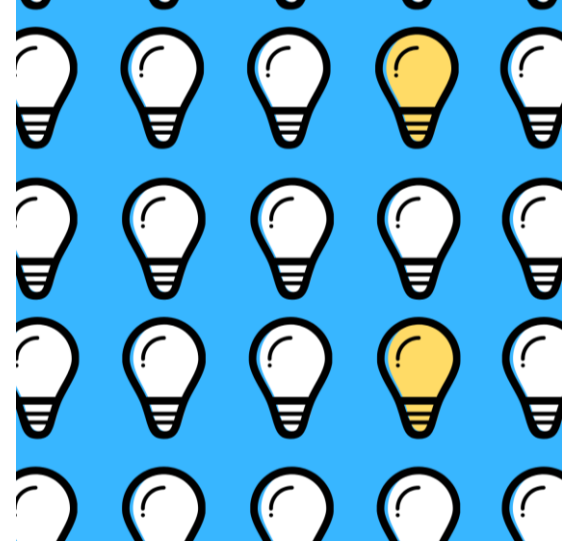


1. Overview of Clear Thinking

Clear
Thinking
Hacks



2. Developing Hacks

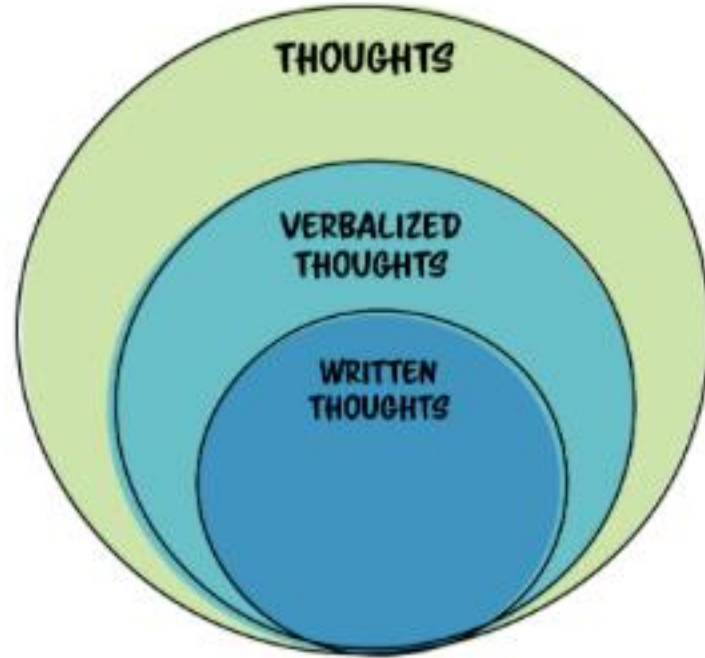


- Write or type out your PMQ list
- Zoom out and quantify your PMQ list
- Flip the entries in the plus and minus columns
- Seek second opinions on your PMQ list
- Time stamp your PMQ list and project into the future
- Scale up the number of choices on your PMQ list

[Video](#)

Write or type
out your PMQ
list

Thoughts > Verbalized Thoughts > Written Thoughts



“Why write? Thinking or talking about an event can lead to ruminating, where you become lost in emotions. But writing forces you to slow down.. “ - Joshua Smyth

Zoom out and quantify your PMQ list

OVERLY OPTIMISTIC

10 PLUSSES



TABLE 10.1 SHOULD I ACCEPT A PROMOTION? (RED FLAG SITUATION)	
PLUSSES	MINUSES
<ul style="list-style-type: none">• Earn more money• Have a new challenge• Able to grow professionally• Expand career possibilities• Have more prestige• Have added perks• Have more freedom to set schedule• Get more support help• Enhance professional network• Fulfill my leadership aspirations	0
QUESTIONS	
0	

Zoom out and
quantify your
PMQ list

OVERLY PESSIMISTIC

10 MINUSES



MUDDLED

10 QUESTIONS



Flip the entries
in the plus and
minus columns

TABLE II.1
ATTENDING COLLEGE - ORIGINAL LIST

PLUSES	MINUSES
<ul style="list-style-type: none">- I'll be the first in my family with a college degree- I'll meet new people- I'll be exposed to new ideas	<ul style="list-style-type: none">- My beliefs will be challenged or ridiculed- I'll incur debt- I'll move away from my family
<p style="text-align: center;">QUESTIONS</p> <ul style="list-style-type: none">- Will I fit in with the college crowd?	

Flip the entries
in the plus and
minus columns

FLIPPED ENTRIES

TABLE II.2
ATTENDING COLLEGE - AFTER FLIP

PLUSSES	MINUSES
<ul style="list-style-type: none">- I'll learn to defend my beliefs and stand up to potential ridicule- I'll meet new people- I'll be exposed to new ideas	<ul style="list-style-type: none">- My siblings might ostracize me for attending college- I'll incur debt- I'll move away from my family
<p>QUESTIONS</p> <ul style="list-style-type: none">- Will I fit in with the college crowd?	

Seek second opinions

TABLE 12.1
ARE YOU SEEKING CONFIRMATION OR ILLUMINATION?

IF YOU WANT CONFIRMATION, SAY THIS:	IF YOU WANT ILLUMINATION, SAY THIS:
-I think I've captured all the plusses, minuses and questions – don't you agree?	-Here's my PMQ list. What do you think might be missing?
-I really struggled with this decision. You don't see anything wrong with my reasoning, do you?	-This is a tough decision. How do you see the pros/cons?
-I can't believe anyone could buy into this idea. What do you think?	-How do you think others with different backgrounds might evaluate the idea?
-Don't you think it's a good idea?	-What do think about this idea?
-Aren't I looking at this issue in the right way?	-Can you think of other perspectives on this decision?
-I really like this idea; what do you think?	-I see upsides and downsides to this decision. What do you think?
-I've done all my homework on this decision. You agree with it, right?	-I've done all my homework on this decision but I'm sure I'm missing something. What do you think it might be?

Time stamp your PMQ list



[Click Here for Video](#)

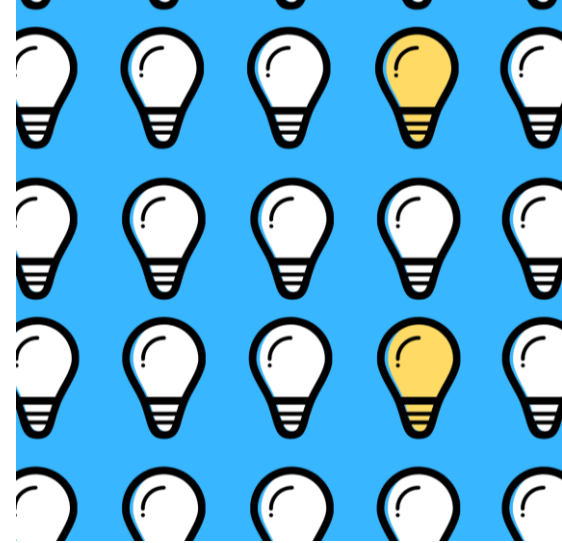
Scale up the
number of
choices on
your PMQ list

TABLE 14.1
SCALED-UP PMQ LIST

OPTIONS	PLUSSES	MINUSES	QUESTIONS
Job Candidate 1	<ul style="list-style-type: none">• Industry experience• Strong network of industry contacts• Great analytical skills	<ul style="list-style-type: none">• Poor collaboration skills• Questionable speaking skills	<ul style="list-style-type: none">• Willingness to learn?• Commitment to our company?
Job Candidate 2	<ul style="list-style-type: none">• Good interpersonal skills• Great speaking skills• Industry experience	<ul style="list-style-type: none">• Questionable analytical abilities• Weak financial and budgetary experience	<ul style="list-style-type: none">• Ability to assume leadership role?
Job Candidate 3	<ul style="list-style-type: none">• Great team builder• Very business savvy• Strong technical skills	<ul style="list-style-type: none">• Hesitant to relocate• High salary requirements• Limited network of contacts in industry	<ul style="list-style-type: none">• Willingness to grow professional network?

3.

Discussion Questions



- Why don't more people write out PMQ charts?
- What's the main reason someone won't give you an honest second opinion? (refer to Table 12.1)
- What pressures focus our attention on the short-term rather than long-term pluses and minuses?



Learn more @



ClearThinkingToday.com

