



Clear Thinking Hacks	
Developing	Deciding
<ol style="list-style-type: none">1. Write or type out your PMQ list2. Zoom out and quantify your PMQ chart3. Flip the entries in the plus and minus columns4. Seek second opinions on your PMQ chart5. Time stamp your PMQ chart and project into the future6. Scale up the number of choices on your PMQ chart	<ol style="list-style-type: none">7. Seek out upsides and downsides that strengthen one another8. Identify plusses, minuses and questions that can quickly fade, be easily modified, or swiftly answered9. Use Ben Franklin's method, a weighting formula, intuition, or dialogue to decide, form your opinion, or adopt your viewpoint
Communicating	Reflecting
<ol style="list-style-type: none">10. Identify and analyze the audiences that could be affected by the idea, decision, or viewpoint11. Contemplate sharing your entire PMQ chart with your audiences12. Package your PMQ messages with graphics, metaphors or catch phrases13. Don't be a cheerleader by rooting for only one side of your PMQ chart	<ol style="list-style-type: none">14. Assume the role of a detective and search for underlying patterns in your past PMQ charts15. Visualize the PMQ chart when listening to TV news commentators or reading newspaper editorials16. Identify situations where the PMQ process works best



PMQ Chart	
Plusses	Minuses
Questions	