



## Problem Solving

**Step 1. FIGURE OUT and DESCRIBE the problem situation.**

**Step 2. CHECK THE FACTS (*all* the facts) to be sure you have the right problem situation!**

*If your facts are correct and the situation is the problem, continue with STEP 3.*

*If your facts are not correct, go back and repeat STEP 1.*

**Step 3. IDENTIFY YOUR GOAL in solving the problem.**

- Identify what needs to happen or change for you to feel OK.
- Keep it simple, and choose something that can actually happen.

**Step 4. BRAINSTORM lots of solutions.**

- Think of as many solutions as you can. Ask for suggestions from people you trust.
- Do not be critical of any ideas at first. (Wait for Step 5 to evaluate ideas.)

**Step 5. CHOOSE a solution that fits the goal and is likely to work.**

- If you are unsure, choose two solutions that look good.
- Do PROS and CONS to compare the solutions.
- Choose the best to try first.

**Step 6. Put the solution into ACTION.**

- ACT! Try out the solution.
- Take the first step, and then the second . . .

**Step 7. EVALUATE the results of using the solution.**

*It worked? YEA!!! It didn't work? Go back to STEP 5 and choose a new solution to try.*