

Problem Solving Worksheet

1 - **DEFINE** the problem. What specific action or situation is a problem?

Who: _____

What: _____

Where: _____

When: _____

2 - **BRAINSTORM** all possible solutions.

Just get your mind to start coming up with ideas and write anything you can think of (remember to include do nothing as a solution).

3 - **EVALUATE** your options.

Cross off any ideas that are outside your control or unrealistic. Now, circle two potential solutions.

4 - PLAN for the solutions you selected.

I will _____

5- IDENTIFY potential obstacles and to think of ways around these obstacles.

Possible obstacles are:

1. _____

2. _____

3. _____

4. _____

ASSESS the outcome. The improvement is:

None

Slight

Some

A Lot

Total

If you are happy with the outcome, continue to work on making it better and continue to monitor.

If you are not happy, return to step 3 and pick another possible solution.