

Problem Solving Guidelines

Step 1: What is the problem?

Think about and discuss the problem or goal carefully then write down exactly what you believe to be the main problem or goal.

Step 2: List ALL possible solutions for the main problem

Brainstorm and put down all ideas, even ones you think are bad ideas. List all possible solutions without any evaluation of them at this stage.

(1) _____

(2) _____

(3) _____

(4) _____

(5) _____

(6) _____

Step 3: Discuss each possible solution

Quickly go down the list of possible solutions and assess the main advantages and disadvantages of each one.

Step 4: Choose the best or most practical solution

Choose the solution that can be carried out most easily with your present resources (time, money, skills, etc.)

Step 5: Plan how to carry out the best solution

List the resources needed and the main obstacles that need to be overcome. Practice difficult steps and make notes of information needed.

Resources needed: _____

Obstacles to overcome: _____

Step 1: _____

Step 2: _____

Step 3: _____

Step 4: _____

Step 6: Implement the solution

Step 7: Review how well the solution was carried out and praise all efforts

Revise your plans if necessary. Continue the problem solving process until you have resolved your stress or achieved your goal.