

Problem Solving

1. Identify and Define Problem Area/Issue

Problem Definition	
⇒	
⇒	
⇒	
⇒	

2. Generate Possible Solutions/Options

List ALL possible Solutions

⇒	
⇒	
⇒	
⇒	
⇒	
⇒	
⇒	

Preferred Solutions/Options

1.	_____
2.	_____
3.	_____
4.	_____
5.	_____
6.	_____
7.	_____
8.	_____

3. Evaluate Alternatives

	Advantages	Disadvantages
Potential Solution #1		
Potential Solution #2		
Potential Solution #3		
Potential Solution #4		

4. Decide on a Plan

Action Steps	Who	When

Step 5: Implement Plan

Implement your plan as specified above.

Step 6: Evaluate the Outcome

- How effective was the plan?
- Does the existing plan need to be revised or would a new plan be needed to better address the problem?
- If you are not pleased with the outcome, return to Step 2 to select a new option or revise the existing plan, and repeat Steps 3 to 6.

