

Steps To Problem Solving

1. Write down the problem as you see it.
2. Is the problem yours?
 - Is it more than one problem?
 - Is the problem a situation or a reaction to the situation?
3. Brainstorm your alternatives to problem solving by listing the pros and cons.
4. Gather resources and look at consequences of each alternative.
5. Make a decision that is your choice.
6. Make an action plan.
7. Follow through.
8. Re-evaluate. Is the problem solved? If not, use an alternative plan.