

Problem Solving

Five basic steps can help with effectively solving most problems:

1. Identify and briefly describe your problem:

2. List possible solutions and evaluate the upsides and downsides of each solution.
 3. Order your solutions by preference.

Possible Solutions	Upsides and Downsides	Order
	Upside:	
	Downside:	
	Upside:	
	Downside:	
	Upside:	
	Downside:	

4. Decide on an action plan:

What ?	When ?	Where ?	With ?

5. Evaluate the outcome:

Was it effective? If not, what could you try next?