❓ Problem Solving

1. Identify and Define Problem Area/Issue

Problem Definition
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⇒
⇒
⇒

2. Generate Possible Solutions/Options

List ALL possible Solutions

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⇒

⇒

⇒

⇒

⇒

Preferred Solutions/Options

1._____

2._____

3._____

4._____

5._____

6._____

7._____

8._____

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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.

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