

# Problem Solving/Goal Setting Record

Discuss the problem or goal. Get everyone's opinion. Try to reach agreement on exactly what the problem/goal is. Write down specifically what the problem/goal is.

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Brainstorm at least three possible solutions (five is better). Do not evaluate them at this time-wait until step 3.

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Briefly evaluate each solution. List major advantages and disadvantages.

**Advantages**

**Disadvantages**

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Choose the best solution(s). Consider how easy it would be to implement each solution and how likely it is to be effective.

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Plan the implementation. When will it be implemented?

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What resources are needed and how will they be obtained?

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Who will do what to implement the solution?

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