

Problem Solving Worksheet

Step	Question to be answered	Your response	What's needed to go on to next step?
1. Identify and select problem	What do I want to change?		Describe your goal in observable terms
2. Analyze problem	What factors are contributing to this problem?		Key cause(s) documented and ranked
3. Generate potential solutions	What can I do to solve the problem?		Solution list
4. Select and plan the solution	What's the best solution at this point?		Plan for making change
5. Implement the solution	How can I realistically apply these strategies?		Solution in place
6. Evaluate the solution	How well did it work?		Verify that the problem is solved