

PROBLEM SOLVING

(1) Define the problem

What is going on here?

Be as specific, realistic and as clear as possible.

Break down big problems into smaller ones.

(2) Brainstorm solutions for the problem

Generate as many possible solutions as you can think of. Do not evaluate them yet.

Let your imagination run wild.

(3) Assess your solutions

Examine the advantages and disadvantages (pros and cons) of each possible solution.

Which one do you think will work best for you?

(4) Generate an action plan

Now that you have chosen an effective solution, you need to work out how you can put this plan into action. What do you need to do to make this plan work? Once again, be as specific as possible. Consider who, what, where, when and how?

(5) Put the plan into action

Try it out. Do it. If you need to, rehearse it in your mind first.

Another option is to discuss it with a friend before you actually do anything.

(6) Evaluate the outcome

Did it work? If not, can you modify the plan?

If not, go back to stage 1 and redefine the problem or alternatively, go back to stage 2 or 3 and consider other options!