



Problem Solving Worksheet

Step One: State the Problem. Break down the problem into smaller steps and identify what you need to do.

Step 2: Brainstorm and list possible solutions to the problem. Write down all possible ways to solve the problem. Keep an open mind.

Step 3: List the pros and cons of your solutions on another piece of paper.

Step 4: Select the best possible solutions based on your list of pros and cons.

Step 5: Identify and write down the steps that you need to execute your plan. Use the 5 Ws as a guide, Who, What, When, Where, Why as applicable. How? Is your plan of action realistic? Why?

Step 6: Just Do it! Time for action.

Step 7: Analyze the outcome. Are you content? What would you do differently? How much further do you have to go before you accomplish your goal? What did you learn from this experience?

Step 8: Review your goals. Did you accomplish your objective? Was your goal achieved? If so, consider moving on to the next plan of action. What other steps do you need to address? What adjustments need to be made to accomplish your goal? Review Steps 3 & 4 for other solutions.