

Problem Solving Worksheet

1. Identify the problem.

The problem may be what is happening. It may be how to prevent it from happening again.

2. Describe the problem.

Be as clear and specific as you can.

3. Assess previous attempts to solve the problem.

4. Set goals and determine realistic outcomes.

5. Make a list of potential solutions or options.

Do not decide which are better or worse at this point.
Include as many as you can think of.

6. Look at each of the potential solutions you listed.

Think about the positive or negative aspects of each solution.
Put plus or minus marks next to each idea.

7. Choose the solution you think will be the most effective.

This will likely be a solution with a plus.

8. Try out the solution you have chosen.

9. Decide if the solution worked.

10. If it did not reduce or solve the problem, choose a different potential solution to try.

