

Problem Solving Skills

1. Define the problem you are having

2. What is your desired goal/outcome?

3. What can you do? Brainstorm for alternate solutions (No answer is good or bad here).

4. What are the consequences of each choice? Weigh out your options (what has the most "pros" and the least "cons")

Solutions	Pros	Cons

5. Choose the best solution for you at this time

6. How are you going to implement and carry out the solution (what are the steps to reaching your goal) ?

7. Monitor your goal and evaluate the outcome. Do you need to change solutions? Do you need to modify your plan? Do you need to change your time frame?
