

The Problem Solving Process

Step 1 - Define your problem:

Step 2 - Define your goal (try to be specific):

Step 3 - List some of the obstacles:

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Step 4 - Generate several possible solutions (you can have a couple which are really outside the box, and I encourage you to include one which says: do nothing different). If you have more write on separate page:

Step 5 - Now on a scale of 0-10 rate a) the likelihood (10 would be highly likely) that the solution will get you closer to your goal, and b) the damage, cost, or effort that the solution would take (with 10 being a lot of damage/cost/effort):

Step 6 - Subtract the damage, cost, or effort rating from the likelihood rating to arrive at a score.

Possible solution	Likelihood	Damage/cost/effort	Score

Step 7 - Select the best option(s) and implement those solutions. Then review and monitor progress and generate alternative solutions as needed. My best solution(s):
