

Problem-solving worksheet

1) What is the problem and what makes it important?

Notes: Deal with one problem at a time. To understand what makes it important consider your core values and the impact of the problem on your life and what's important to you.

2) What possible solutions could you try?

Notes: Focus on solutions, not causes. Solutions should be practical but don't be afraid to be creative – don't edit or censor at this stage.

3) Pick the best three solutions.

Notes: What are the pros and cons of each solution? Evaluate the possible benefits and costs of each solution. Choose the one that looks most effective.

4) What is the action plan?

Notes: think about what order actions need to occur in. Specify the "who, what, when, where and how". Check that the plan really is: agreeable to you (and others), going to be done, Isn't going to leave anyone feeling angry or resentful, is trialled and reviewed

5) Evaluate the outcome: what worked, what didn't, what do I do next?

Notes: Ask yourself how well the solution met the needs of everyone involved. Consider what needs to be done to keep the changes going and whether the plan needs to be modified. Don't be afraid to go back to the drawing board and try again.