**Problem-Solving Steps**

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| **Define the problem**  *Describe exactly what the problem is* |  |
| **Why is it a problem?**  *Questions to consider:*  *-Why is this so important to you?*  *-Why do you need this?*  *-What do you think might happen?*  *-What’s upsetting you?* |  |
| **Possible solutions**  *Brainstorm possible solutions; think broadly and write down as many possibilities as you can.* |  |
| **Select a solution**  *Evaluate the possible solutions; think about positive and negative factors and consequences.*  *Choose a solution that makes the most sense to you.* | **Positives Negatives** |
| **Implement the solution**  *Consider questions such as:*  *-****Who*** *will do what?*  *-****When*** *will they do it?*  *-****What*** *is needed to make it happen?* |  |
| **Evaluate the outcomes**  *Consider questions such as:*  *-What has worked well?*  *-What hasn’t worked so well?*  *-What could you/we do differently to make this work better?* |  |