Problem-solving worksheet

Step 1: What is the problem you want to solve?

Step 2: What are the possible solutions/options?

List all possible solutions you can think of. The point is to think of as many as you can, even if they seem silly or irrational.

Now pick at least 3 of your preferred solutions, adding more if you wish. Write them here:



Step 3: What would be the consequences of choosing each solution? Think of the advantages and disadvantages of each.

**Advantages Disadvantages**

(Good consequences) (bad consequences)

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| --- | --- | --- |
| Possible solution 1 |  |  |
| Possible solution 2 |  |  |
| Possible solution 3 |  |  |
| Possible solution 4 |  |  |
| Possible solution 5 |  |  |
| Possible solution 6 |  |  |

Step 4: Pick the best solution from those above, weighing up the pros and cons of each.

Step 5: Plan when you are going to implement the solution you have chosen, then do it.

It may be helpful to break it down into steps and think of the ‘4 W’s’:

Plan: What you need to do, When, Where, and Who you may need to be there

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| --- | --- | --- | --- |
| Action Steps What I need to do | When I will do it (day and time) | Where I will do it | Who I need with me |
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Step 6: Evaluate the outcome

Did the solution work?

* If yes, well done! What did you learn from it and what are you going to do with similar problems in the future?
* If not, don’t give up! Return to Step 2 to choose a new solution and repeat steps 3 to 5. Sometimes it takes a few tries to find the right one.

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