

Summary

Step 1: Problem Orientation

- Take a moment to stop and check your attitude.
- Mentally rehearse the characteristics of positive problem orientation, if necessary, to place yourself in the right direction for effective problem solving.

Step 2: Recognising and Identifying Problems

- Choose a problem from your problem list to use on this summary sheet.
- If you want to work with a new problem, use the steps in your workbook to help you identify it.

Step 3: Selecting and Defining a Problem

- Remember to define your problem as clearly as possible. This makes it easier to generate relevant solutions.
- Use the questions in your workbook to guide you.

My problem is:

Step 4: Generating Solutions

- Use this space to brainstorm as many ideas as you can that could contribute to solving your problem.

Possible solutions are:

Step 5: Decision Making

- Look at your brainstorm of ideas. Are there any ideas you can immediately cross off as part of an initial selection?
- Can you group any other ideas together?
- Choose 2 ideas with potential to solve your problem and list the advantages and disadvantages, and then rate them.

Solution 1

Advantages	Disadvantages	Neutral

Solution 2

Advantages	Disadvantages	Neutral

Step 6: Creating and Implementing an Action Plan

- Use the space below to create an action plan to implement your chosen solution.
- Don't forget to check your plan fits the SMART criteria.



Step 7: Reviewing Progress

Did you get underway? If not, identify the obstacles and update your action plan. If yes, is the problem solved? Start working with a new problem if ready!