



# Problem Solving Strategies



A problem is having a goal & not knowing what actions are needed to achieve it

For any problem, it is useful to ask the following question as a way of clarifying all your goals & objectives

What are you trying to achieve, preserve, avoid, or eliminate concerning this problem?  
with with

**Problem-solving involves both analytical & creative skills**

#1

## Identify the Problem

WHAT  
WHO WHEN  
WHERE WITH  
WHY IS IT HAPPENING WHOM

## Define & Describe the Problem

Why do you want to solve the problem?  
Write down a description of the problem using specifics  
Verify your understanding of the problem  
Make a priority list of each part of the problem  
Understand your role in the problem

#2

## Research

the subject matter

## Examine Options

form multiple viewpoints & with an open mind

## Analyze Resources

#3

## Act on a Plan

Have clear, specific, & measurable objectives (short & long term)

How will you know the problem has been solved?

Identify disparities between perceptions (what you have) & preferences (what you want)

See GOAL SETTING for more info

#4

## Identify Solutions & Consequences

What steps are needed?  
Who is responsible for implementation?

What will the situation look like when the problem is solved?  
What is the timeline?

**Communicate the plan to all people involved in the implementation**

#5

## Focus on the Solution

instead of on the problem

## Evaluate

your progress periodically

## Monitor

the implementation of the plan

#6

## Tips for making efficient & effective decisions

Let go of perfection  
Avoid procrastination  
Use your intuition- trust your gut  
Get the facts- you need all of the information that you can gather  
Take a risk  
Talk it out

#7

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