**Problem-Solving Steps Worksheet.**

1. **Define the problem. What is it?** Get other people’s opinions and perspectives, as needed.
2. **List *all* possible solutions, including the ones that don’t seem realistic, practical, or feasible.**
3. **Discuss and list the pros/advantages and cons/disadvantages of each possible solution.**

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| **Advantages** | **Disadvantages** |
| **1.**  **2.**  **3.**  **4.**  **5.** | **1.**  **2.**  **3.**  **4.**  **5.** |

1. **Choose the best possible solution or solutions, and list. Include combinations of possible solutions.**
2. **Plan how to carry out the chosen solution(s).**
3. **Set a date for implementing the chosen solution(s).**
4. **List who will do what.**
5. **List the resources you’ll need.**
6. **Implement the chosen solution(s)**
7. **Praise those involved for their efforts.**
8. **Go back to step 1, and decide if the problem has been solved. If not, try to redefine the problem, and come up with solutions that will work better.**