



PROBLEM SOLVING WORKSHEET



A STEP-BY-STEP GUIDE



Problems are a normal part of life. You can learn skills to solve them one step at a time.

WHAT IS MY PROBLEM?

Clearly write down the problem I want to solve.



1 IDENTIFY THE PROBLEM



What is the problem?

- Be specific.
- Focus on what is in my control.
- Avoid blaming others.

I CAN DESCRIBE MY PROBLEM:

2 UNDERSTAND THE PROBLEM



What do I know about the problem?

- What is causing it?
- Who is involved?
- Why is it a problem?
- How does it affect me?

WHAT I KNOW:

3 THINK OF SOLUTIONS



Brainstorm as many solutions as I can.

- No idea is a bad idea right now.
- Think outside the box.
- I can ask someone I trust for ideas.

POSSIBLE SOLUTIONS:

1. _____
2. _____
3. _____
4. _____

4 EVALUATE THE OPTIONS



Look at the good and not-so-good parts of each option.

- What are the pros and cons?
- What are the short-term and long-term effects?
- Which solutions are realistic?

WHICH OPTION SEEMS BEST? WHY?

5 CHOOSE A SOLUTION



Pick the option I believe will work best.

- I can always adjust my plan later.
- I am choosing to take action.
- I believe I can try.

THE SOLUTION I WILL TRY IS:

6 MAKE A PLAN



Make a plan and take action.

- What will I do?
- When will I do it?
- Who or what can help me?

MY PLAN:

What? _____
When? _____
Who/What can help? _____

7 REVIEW AND REFLECT



Check how it went.

- Did my plan work?
- What went well?
- What can I do differently next time?
- Do I need to try a new solution?

HOW DID IT GO?

- It worked!
- It helped, but I need to adjust.
- It didn't work.

What will I do next? _____



REMEMBER

It's okay if the first solution doesn't work. Problems can be tough, but you are capable of finding answers—one step at a time.



TODAY, I WILL PRACTICE PROBLEM SOLVING BY...

