

# Problem Solving Worksheet



The problem-solving skill helps you break down overwhelming sets of problems into more manageable chunks, prioritize which to work on first, and decide what action is best to take.

**1. DEFINE THE PROBLEM:** What is the problem you want to work on first?

If you need to choose from several problems, ask yourself, "Which one of these areas is bothering me the most? Is there one that I need to deal with sooner than the other ones? Is there one that is getting worse? What do I feel most comfortable working on first?" State the problem clearly. If it is a complex problem, write down one "chunk" you can work on first.

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**Take a minute to ask yourself these questions about the problem:**

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|--|-----|----|
| A. Is it happening to me?                            | Yes | No |
| B. Is it happening between me and someone else?      | Yes | No |
| C. Is it happening to someone else?                  | Yes | No |
| D. Is it happening between two or more other people? | Yes | No |

*(If you circled "yes" to A or B, this is likely a good problem for you to work on. If you circled "yes" to C or D, this may not be a problem you can fix, but a situation for someone else to work on.)*

**2. SET THE GOAL:** What do you want and need? What do you hope to see happen?

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3. **BRAINSTORM:** What are some possible options to meet your goal?

Try to come up with five to 10 options.

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4. **CHOOSE THE BEST SOLUTION:** Combine your best options into a solution.

Make a plan of committing to it in the days ahead.

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## Put it into action!

*Give it a try. If it doesn't work out, you can always try other options.*