

# Problem Solving Worksheet

**PROBLEM:** Describe the problem in specific and factual terms.  
(What is the problem? What is causing it?)

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**GOAL:** What is the goal? (Achieving this goal must help you solve the problem. The goal should be specific, measurable and realistic)

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**BRAINSTORM:** List all options available without judging whether or not they will work.

1. 

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2. 

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3. 

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4. 

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5. 

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6. 

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**BRAINSTORM ANALYSIS:** Think about the pros and cons of all of your options and select the best option. Look at the short term and long term outcomes of each choice.

Pros and Cons

| # | Pro/Short | Pro/Long | Con/Short | Con/Long |
|---|-----------|----------|-----------|----------|
| 1 |           |          |           |          |
| 2 |           |          |           |          |
| 3 |           |          |           |          |
| 4 |           |          |           |          |
| 5 |           |          |           |          |
| 6 |           |          |           |          |

**PLAN:** After choosing the best option, develop your plan of action.

Who is involved?

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What will be said or done?

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When will this take place?

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Why is it my best option?

Short-term benefit:

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Long-term benefit:

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**COMMITMENT:** Will you agree to carry out this plan of action? I will execute my plan by \_\_\_\_\_.

**TAKE ACTION! CARRY OUT THE PLAN!**

**CHECK IN:** Did you reach your goal?

Yes! Here is what went well and what I would do differently next time!

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Not Yet! Here is what went well and the changes I need to make to get there. Brainstorm, plan and take action again!

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