

Problem-Solving Method (Advanced)

Step 1: What is the problem?

- a. What do I know about the situation?
- b. What results am I aiming for in this situation?
- c. How can I define the problem?

Step 2: What are the alternatives?

- a. What are the boundaries of the problem situation?
- b. What alternatives are possible within these boundaries?

Step 3: What are the advantages and/or disadvantages of each alternative?

- a. What are the advantages of each alternative?
- b. What are the disadvantages of each alternative?
- c. What additional information do I need to evaluate each alternative?

Step 4: What is the solution?

- a. Which alternative(s) will I pursue?
- b. What steps can I take to act on the alternative(s) chosen?

Step 5: How well is the solution working?

- a. What is my evaluation?
- b. What adjustments are necessary?