The Steps of Problem Solving

1. Identify the problem to be solved in clear, specific terms.
2. Gather and organize information about the problem.
3. Break the problem into smaller, more manageable parts.
4. Brainstorm possible solutions to the problem.
5. Weigh the pros and cons of each possible solution. Consider both long term and short term.
6. Identify the steps needed to implement the solution and determine what help is needed, if any.
7. Identify ways the solution could "go wrong" and possible ways to handle this.
8. Review plan and establish times and methods to review plan.