

# Problem Solving Worksheet

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

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**GOAL:** What is the goal? The goal should be specific, measurable, and realistic.

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**BRAINSTORM:** What steps can you take to achieve this goal?  
List all options available here without judging whether or not they will work.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

**ANALYSIS:** Think about the positive and negative OUTCOMES of each choice.

	Positive: Short-Term	Positive: Long-Term	Negative: Short-Term	Negative: Long-Term
1				
2				
3				
4				

Best Option: # \_\_\_\_\_

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

Who is involved?
What will be said or done? Identify the specific steps you must take to achieve the goal.
When will this take place?
Why is this my best option? Short-term Benefits: Long-term Benefits:
Commitment: I will execute my plan by the following deadline: _____

**TAKE ACTION:** Did you reach you 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:

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