

Problem Solving Worksheet for Adults

Identify the problem. Break it down into smaller steps and decide what you need to action first.

Write down as many ideas as you can that might help solve the problem, no matter how silly they seem – don't dismiss any possible solutions.

Weigh the consequences. List the pros and cons of each option.

Choose one of the possible solutions that looks likely to work, based on the advantages and disadvantages.

Decide and act. Describe what you will do. Explain your decision.

On a separate piece of paper plan out step-by-step what you need to do to carry out this solution. What? When? How? With whom or what? What could cause problems? How can you get around those problems? Is this realistic and achievable?

Did you achieve what you set out to achieve? If not, how could you have done it differently? Did you achieve any progress, however small, towards your goal? What have you learned?