

7 Steps of Problem Solving

Problem Solving Skills Worksheet

STEP 1. Define the problem you are having (what's the goal and what is the barrier/getting in the way).

Go into work, no unnecessary call outs. Barrier: my motivation, lower effect financial/need rest time

STEP 2. What do you want to change /What is your goal/ desired outcome?

Allowing the responsibility and positive pressure of being a leader to motivate me to show up

STEP 3. What can you do? Brainstorm for alternative solutions (No answer is good or bad here).

- a. Wanting to set a good example for other workers
- b. being accountable
- c. being a part of the operation, something bigger, important role to play
- d.

STEP 4. What are the consequences of each choice? Weigh out your options (what has the most "pro's" and the least "con's")

Solutions	Pros	Cons
a.		
b.		
c.		
d.		

STEP 5. Choose the best solution for you at this time.

STEP 6. How are you going to implement and carry out the solution (what are the steps/objectives to reaching your goal)?

When wake up tired/low motivation, not sleep if not asleep by 7-8pm (find something to keep me busy/distracted).
Getting regular sleep.

STEP 7. Monitor your goal and evaluate the outcome. Do you need to change solutions? Do you need to modify your plan? Do you need to change your time frame?

Steps of Problem Solving

Problem Solving Skills Worksheet EXAMPLE

STEP 1. Define the problem you are having:

I want to take my medication more consistently (every day) and I have a very busy and changing schedule that makes it hard to do this.

STEP 2. What do you want to change /What is your goal/ desired outcome?

I want to take my medication every day at the same time and I want to accomplish this by this same date next month.

STEP 3. What can you do? Brainstorm for alternative solutions (No answer is good or bad here).

- a. *Put my medication by my toothbrush or on my nightstand.*
- b. *Set an alarm on my phone.*
- c. *Have a way to check off when I complete/take my meds each day with an encouraging note.*
- d. *Put some medication in a discreet holder in my car or keychain for when on the road.*

STEP 4. What are the consequences of each choice? Weigh out your options (what has the most “pro’s” and the least “con’s”)

Solutions	Pros	Cons
a. Put my medication by my toothbrush or on my nightstand.	It will help me to set the habit of doing it every day at the same time.	Great for when I’m home but not when I’m traveling, and my roommates might see it and get nosy.
b. Set an alarm on my phone.	It can help me remember no matter where I am.	I might be busy when the alarm goes off and forget later.
c. Have a way to check off when I complete/take my meds each day with an encouraging note.	This will help me to stay positive, keep track, and feel good to check it off when I’m done.	Might feel bad if I have several unchecked.
d. Put some medication in a discreet holder in my car or keychain for when on the road.	Will help for busy days.	Can’t think of any.

STEP 5. Choose the best solution for you at this time

I am going to start with D.

STEP 6. How are you going to implement and carry out the solution (what are the steps/objectives to reaching your goal)

I am going to start with D. and the steps are to:

- *Buy a pill carrier for my keychain on Amazon*
- *Once I get it, add some pills in and complete this by the end of the week by adding a reminder to my phone every day in the morning to check if I have it done.*

STEP 7. How will I Monitor my goal and evaluate the outcome? (Do you need to change solutions? Do you need to modify your plan? Do you need to change your time frame?)

I will track my progress by using WYZ app to check off when I am taking my medications.

I will modify by adding an encouraging sticky note on my mirror for when I'm feeling down on myself.

My goal is working well for when I am traveling. I am still missing some doses, so I think the best next step will be to do C. and use WYZ app to check off when I am taking my meds every day. I also put an encouraging sticky note on my mirror for me that says-“You are taking care of you. You got this!!”