

# Seven step problem-solving technique



[www.mindwell-leeds.org.uk](http://www.mindwell-leeds.org.uk)

**Step one: What is the problem?**

**Step two: What could happen if don't I tackle the problem?**

**Step three: Write down as many solutions as possible**

1	
2	
3	
4	
5	
6	
7	
8	

**Step four:** Look at pros and cons of each solution. Decide which will work.

Option	Pros	Cons	Will it work?
1			
2			
3			
4			
5			
6			
7			

**Step five: Work out a plan**

Decide your best options to tackle this problem and then create an action plan for each option.

Option one			
	Actions	Who	When
1			
2			
3			
4			
5			
6			
7			

Option two			
	Actions	Who	When
1			
2			
3			
4			
5			
6			
7			

**Step six: Do it! Put the plan in action**

**Step seven: Review the outcomes**

What went well?

What didn't work and why?

What did you learn?

Do you need to look at other options?