

Problem-Solving Framework Worksheets

1. Define the Problem

Clearly describe the problem you are facing. Try to be as specific as possible about what is happening, when, and how it affects you or others.

2. Identify Contributing Factors

List factors that contribute to the problem. Consider all possible aspects, including behaviors, external circumstances, and emotional responses.

3. Desired Outcome

Define what a successful resolution to the problem would look like. Be specific about what you hope to achieve or change.

4. Brainstorm Solutions

List all potential solutions to the problem, regardless of feasibility at this stage. Encourage creativity and open-mindedness.

5. Pros and Cons Analysis

For each solution listed, analyze the pros and cons. Consider the benefits, drawbacks, and potential outcomes of each option.

Solution 1	Pros	
	Cons	
Solution 2	Pros	
	Cons	
Solution 3	Pros	
	Cons	

6. Best Solution

Based on your analysis, choose the solution that best addresses the problem and aligns with your desired outcome.

7. Action Steps

Break down the chosen solution into actionable steps. Specify what will be done, who will do it, and by when.

8. Anticipate Obstacles

Identify potential obstacles to implementing your solution and plan how to address them.
