

Problem-Solving Planner

1 of 2 | Define and explore

What is the problem?

Describe one specific current difficulty.

Is there a practical action I can take now?

- ☐ Yes
- ☐ Partly
- ☐ Not currently

What is within my influence?

What outcome would be good enough?

List options before judging them. If no action is available today, consider what support you need and where you want to place your attention.

Possible options: compare four ideas

Option	Benefits	Difficulties / costs	Workable?

Problem-Solving Planner

2 of 2 | Act and review

Choose one workable option. A small step can be useful even when the whole problem cannot be resolved today.

My chosen option

Three small action steps

1. First step 2. Next step 3. Follow-up

When I will begin

Resources or support I need

Likely obstacle and backup plan

Review date

What happened?

What will I keep, change or try next?