

# Five-Step Problem Solver Worksheet

## Step 1: Define the Problem

Write one sentence, specific & controllable: \_\_\_\_\_

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## Step 2: Brainstorm Solutions

List at least five ideas—no censoring: \_\_\_\_\_

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## Step 3: Weigh Pros / Cons

For each idea, rate Effectiveness 0–5 and Effort 0–5; optional: Speed. \_\_\_\_\_

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## Step 4: Choose & SMART-ify

Pick the best solution and make it a SMART action. \_\_\_\_\_

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## Step 5: Plan & Review

Calendar the action and set a review. Record results. \_\_\_\_\_

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