

Structured Problem Solving

WORKSHEET

1 DEFINE THE PROBLEM



What is the specific problem I want to work on? Describe what is happening.

2 SET THE GOAL



What would I like to be different?
How will I know things have improved?

3 IDENTIFY WHAT YOU CAN INFLUENCE



I can influence (I can take action on)

- _____
- _____
- _____
- _____
- _____

What I cannot change directly — and how I will adapt

Accept what cannot be changed. Then choose how you want to respond, what remains within your influence, or where you want to focus your energy.

- _____
- _____
- _____
- _____
- _____

4 BRAINSTORM OPTIONS



List several possible actions or solutions. Do not judge them yet.

- | | |
|----------|-----------|
| 1. _____ | 6. _____ |
| 2. _____ | 7. _____ |
| 3. _____ | 8. _____ |
| 4. _____ | 9. _____ |
| 5. _____ | 10. _____ |

5 CHOOSE AN OPTION



Which option will I try first?

My chosen option: _____

How might this help? _____

Possible drawbacks or costs: _____

Does this move me toward my goal and fit what matters to me?

Is this realistic for me right now? ☐ Yes ☐ With some changes ☐ Not yet

Comments: _____

6 CHUNK AND SCHEDULE — TURN IT INTO ACTION

A Break it into smaller steps

1. _____
2. _____
3. _____
4. _____
5. _____

B First small step

What is the smallest useful step I can take now?

Why will this be helpful? _____

C Schedule the first step

Date: _____ / _____ / _____

Time: _____ am / pm

Where will I do it? _____

How long will I spend? _____

Will I add this to my calendar or set a reminder?

☐ Yes ☐ No

D Obstacles & Plan B

What might get in the way?

Plan B or support:

How will I handle this or who can support me?

7 REVIEW AND ADJUST



Check in after trying it.

What happened? _____

What did I learn? _____

Did this move me closer to my goal? ☐ Yes ☐ A little ☐ No

What is my next step? _____

What will I do next?

- ☐ Continue this plan
- ☐ Adjust this plan
- ☐ Try a different option
- ☐ Pause and gather more information



Remember:

Small steps create momentum. You do not need every answer today — just take the next useful step.