

Problem Solving

1. Identify the problem
2. Write it down as concisely as possible
3. Begin to break the problem down into steps
4. Refine the steps further so they are as simple as you can make them
5. Ensure the steps to solve the problem are listed in the order in which you will undertake them
6. Talk it through to yourself before you start
7. Work through the steps one at a time

What is the problem you need to solve or the activity you need to undertake? Write it down. If you are having difficulty, talk to someone about the problem.

Can you simplify the problem or break it down into smaller steps? What do you need to do first? write this down.
