SOLVE PROBLEMS QUICKLY
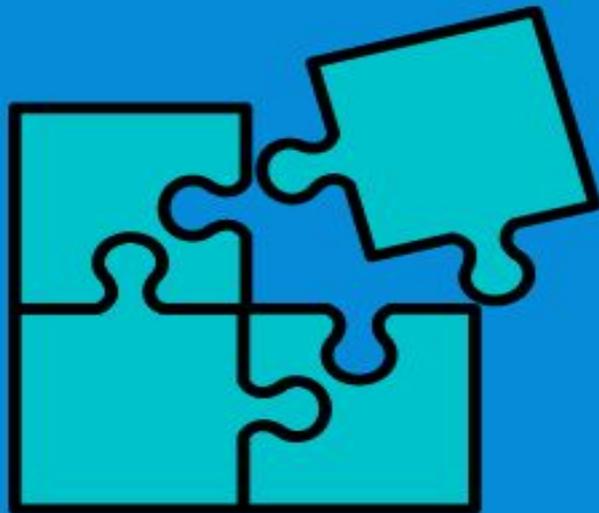
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A CHECKLIST

DIY MIND DESIGN

A Nine-Step Method for Solving Your Problems Effectively

When you run into barriers, use these steps to stay on track and complete your plans.

As a general rule, you should immediately deal with 80 percent of all problems and, if you must, delay dealing with 20 percent of problems.

If you must delay solving a problem, set a specific date for making a decision on that problem. Then make your decision at that deadline with whatever information you have then.

Checklist Steps	Complete
Step 1: Define the Problem Clearly. "What exactly is the problem?"	
Step 2: "Are You Certain It Really Is a Problem?" You can do something about problems. If there is	

nothing you can do about it, then it's a situation, not a problem. Look at it as a possible opportunity.	
Step 3: Ask, "Is There More to the Problem?" Question any problem that seems to have only one definition. The more ways you can find to define a problem, the better chance you have to find the best solution.	
Step 4: Ask, "How Did This Problem Happen?" Try to understand what caused it so you can stop it from happening again.	
Step 5: Ask, "What Are All the Possible Solutions?"	
Step 6: Ask, "What Is the Best Solution at Right Now?" Sometimes, any solution is better than no solution at all. An average solution well executed is often better than an excellent solution that you can't implement because of its complexity or because no one has the skill or knowledge to execute it.	

Step 7: Decide! Choose a solution, any solution, and then select a course of action. Always ask, "What is our next step? What will we do now?"	
Step 8: Assign Responsibility.	
Step 9: Choose an Evaluation Measure for the Decision. What are you trying to get done with this decision, and how will you evaluate results? How will you know if it worked?	

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