

Structured problem solving

Using the method outlined below has been shown to be helpful in dealing with problems that people can do something about in the short term (e.g. deciding whether or not to hire a new farm hand). You may like to try it.

1. Write the problem down (be as specific as possible)

2. Write down the possible solutions (think broadly- don't worry if they are not entirely realistic at this stage)

Possible solution	Advantages	Disadvantages

4. Cross out less desirable or unrealistic solutions

5. Decide on the best solution and work out:

- Who will do what?
- How you will go about implementing it?
- When you will implement it?

6. Implement the solution

7. Review your progress. If you are satisfied, start solving a new problem. If not, work out what still needs to be done or if an alternative solution may be more suitable

