

Problem Solving/Goal Setting Record

Discuss the problem or goal. Get everyone's opinion. Try to reach agreement on exactly what the problem/goal is. Write down specifically what the problem/goal is.

Brainstorm at least three possible solutions (five is better). Do not evaluate them at this time-wait until step 3.

Briefly evaluate each solution. List major advantages and disadvantages.

Advantages

Disadvantages

Choose the best solution(s). Consider how easy it would be to implement each solution and how likely it is to be effective.

Plan the implementation. When will it be implemented?

What resources are needed and how will they be obtained?

Who will do what to implement the solution?
