

Solving a Problem Step by Step

Turn a problem that is going round in your head into a plan

When a problem feels big, the mind tends either to circle it or to grab the first solution that appears. Slowing down and going through it in steps usually leads to a better answer, and almost always reduces the worry that comes with it.

IF SOMEONE NEEDS HELP NOW

If there is an immediate risk to life, call **999**. Samaritans are available free, 24 hours a day, on **116 123**. In England, NHS 111 (option 2) connects to an urgent mental health service.

01

Work through it

STEP	MY NOTES
1. What exactly is the problem? Be specific, and keep it to one problem.	
2. What would a good outcome look like?	
3. List every possible option, including unlikely ones. Do not judge them yet.	

4. Weigh up the most realistic options.

OPTION	ADVANTAGES	DISADVANTAGES	SCORE OUT OF 10

5. Plan the first steps for the option you choose.

STEP	WHAT I NEED	WHEN

EXERCISE

6. Review

1. What happened? What worked, and what would I do differently?

TIP

If you are stuck at step 3, ask: what would someone I respect suggest? What advice would I give a colleague in my position?