Step 1: Identify / What is the problem?
Observe, Describe, Non-Judgmentally (Using “What” Skills of Mindfulness)

Define / Once you have clearly identified and stated your current problem, take the time to engage in a bit of “problem analysis” to help you understand the various dimensions of the problem with greater clarity:

What is the problem? _____________________________________________________________
__________________________________________________________________________________
Who is involved? ________________________________________________________________
__________________________________________________________________________________
What happens? What bothers you? _________________________________________________
__________________________________________________________________________________
Where does the problem occur? _________________________________________________
__________________________________________________________________________________
When does it occur? ________________________________________________________________
__________________________________________________________________________________
How does it happen? (Is there a pattern?) __________________________________________
__________________________________________________________________________________
Why do you think it happens? ______________________________________________________
__________________________________________________________________________________
What else is important in this situation? __________________________________________
__________________________________________________________________________________
How do you respond to the situation? (List your behaviors.) __________________________
__________________________________________________________________________________
How does it make you feel? ________________________________________________________
__________________________________________________________________________________

Identify Your Goal

Step 2: State Goal / What outcome do you want to see? _____________________________
__________________________________________________________________________________

Identify Your Goal
Step 3: Generate Possible Solutions

Be creative and forget about the quality of the solutions. If you allow yourself to be creative, you may come up with some options that you would not otherwise have thought of.

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Now eliminate the less desirable or unreasonable alternatives / only after many possible solutions have been listed.
Step 4: List the remaining options in order of preference.
Choose the top three that appear most likely to achieve the desired outcome.
Underneath each solution, write as many strategies as you can come up with.

1) Alternative / Solution _______________________________________________________________________________________________
_________________________________________________________________________________________________________________________
Strategy 1 that might accomplish this: ____________________________________________________________________________
_________________________________________________________________________________________________________________________
Strategy 2 that might accomplish this: ____________________________________________________________________________
_________________________________________________________________________________________________________________________
Strategy 3 that might accomplish this: ____________________________________________________________________________
_________________________________________________________________________________________________________________________
Strategy 4 that might accomplish this: ____________________________________________________________________________
_________________________________________________________________________________________________________________________

2) Alternative / Solution _______________________________________________________________________________________________
_________________________________________________________________________________________________________________________
Strategy 1 that might accomplish this: ____________________________________________________________________________
_________________________________________________________________________________________________________________________
Strategy 2 that might accomplish this: ____________________________________________________________________________
_________________________________________________________________________________________________________________________
Strategy 3 that might accomplish this: ____________________________________________________________________________
_________________________________________________________________________________________________________________________

3) Alternative / Solution _______________________________________________________________________________________________
_________________________________________________________________________________________________________________________
Strategy 1 that might accomplish this: ____________________________________________________________________________
_________________________________________________________________________________________________________________________
Strategy 2 that might accomplish this: ____________________________________________________________________________
_________________________________________________________________________________________________________________________
Strategy 3 that might accomplish this: ____________________________________________________________________________
_________________________________________________________________________________________________________________________
Step 5: In order to evaluate the consequences of each strategy, reflect on how each may positively and negatively impact yourself, others, and your short-term/long-term goals. Write down each of your narrowed down strategies in specific terms and list the positive and negative consequences in two columns underneath each strategy.

<table>
<thead>
<tr>
<th>Potential Solution 1</th>
<th>Advantages:</th>
<th>Disadvantages:</th>
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<tr>
<th>Potential Solution 2</th>
<th>Advantages:</th>
<th>Disadvantages:</th>
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<tr>
<th>Potential Solution 3</th>
<th>Advantages:</th>
<th>Disadvantages:</th>
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Step 6: If you feel at peace and content with the strategy that yielded the greatest positive consequences for yourself/others and your short-term/long-term goals, carry this knowledge and confidence with you to the final step of this problem-solving process.

Decide on a plan, then plan to do:

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<tr>
<th>Action Steps</th>
<th>Where?</th>
<th>When?</th>
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Step 7:
How effective was the plan? __________________________________________________________

_________________________________________________________________________________

Does the existing plan need to be revised or would a new plan be needed to better address the problem? __________

_________________________________________________________________________________

If you are not pleased with the outcome, return to Step 2 to select a new option or revise the existing plan, and repeat Steps 3 to 6.