

## Problem Solving and Action Plan Worksheet

**Step 1. Identify and define or describe the problem, or situation that's causing the problem**

**Step 2. Identify your goal in solving the problem**

**Step 3. Identify possible solutions and options to help reach this goal**

**Step 4. Evaluate options and choose the best solution**

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## Step 5. Create an Action Plan

**Step 1:**

**When:**

**Possible barriers and solutions:**

**Step 2:**

**When:**

**Possible barriers and solutions:**

**Step 3:**

**When:**

**Possible barriers and solutions:**

**Step 4:**

**When:**

**Possible barriers and solutions:**

**Step 5:**

**When:**

**Possible barriers and solutions:**

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**Step 6:**

**When:**

**Possible barriers and solutions:**

**Step 7:**

**When:**

**Possible barriers and solutions:**

**Step 8:**

**When:**

**Possible barriers and solutions:**

**Step 9:**

**When:**

**Possible barriers and solutions:**

**Step 10:**

**When:**

**Possible barriers and solutions:**

**Evaluate Plan: Is it a success?**

**If NO, then go back to Steps 3 and 4 to identify and evaluate other possible solutions and options, choose a new solution, and create an Action Plan for this solution.**

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