



SMART Tool

THE PROBLEM SOLVING WORKSHEET

1. Define the problem:

Answering the questions below will help you to define the problem. Be as specific as possible.

When does the problem typically happen? When is it likely to happen?
Who is involved? Who else is likely to be involved?
What usually happens? What is likely to happen?
What are your typical thoughts and feelings about this situation?

2. List all the things you could do:

Brainstorm! Be as creative as possible. Write down everything that could be included as a possible strategy

3. Evaluate each strategy:

Give each of the strategies above a rating out of 10 by asking the following questions:

- How likely is it to work?
- How prepared am I to give it a try?
- What are its good points?
- What are the possible risks?