Steps for Problem Solving

1 Define the problem

Accurately understand, in detail, what the problem is.
Clearly define the problem.

2 Generate solutions

Brainstorm possible solutions in behavioral terms: what needs to be done to address the problem.

3 Select solutions

Discuss possible solutions: advantages and disadvantages of each and choose the best one. Focus on one solution at a time.

4 Apply solutions

Try out the solution: set specific times and goals to practice the solution between sessions.

5 Evaluate solutions

Assess how the solution turned out: how did it go? any barriers?

6 Repeat

If the solution wasn't successful, go back to step 1.

Problem-Solving BA Worksheet

For each problem, apply the six steps of the problem-solving strategy.

Step	How can it be applied to this problem?
1. Define the problem	I feel sad most days because I miss seeing my kids. Since they moved away, I hardly talk to them.
2. Generate solutions	• My kids could visit me here • I may be able to see them through video calls. • I could learn to send texts, schedule talk times, send them e-mails

3. Select solutions	See them through video calls
	   advantage: see their faces
	   disadvantage: not in person
	My kids could visit me here
	   advantage: see them in person perhaps during vacation
	   disadvantage: not sure when they would have time to make the trip; would cost a lot of money; not sure my ex-wife would help with the planning
	Texting and e-mail
	   advantage: I can stay up-to-date with what they are doing even if there's not a good time to talk
	   disadvantage: I find it more enjoyable to be able to see their faces when we talk

4. Apply solutions	Solution selected: Learn how to make video calls and talk to one of my children this week before the next session.
5. Evaluate solutions	As I feared, they're very busy. I have tried video calling them many times, but they don't pick up.
6. Repeat	This week I will try texting to see when my kids are free to schedule a video call.

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1. Define the problem	
2. Generate solutions	
3. Select solutions	
4. Apply solutions	
5. Evaluate solutions	
6. Repeat	