

**What is the problem?** Define the issue. Big, medium or little problem? What happens? Where and when does it happen? Who sees it? Is it one or more problems? What background factors or directly related factors are there? What emotional and practical factors?



**If solved, what would be different?** How would things be? What would you be able to then?



What is your goal? Where are you trying to get to? What would be a “good enough” or “best” outcome?

**Ideas, ideas, ideas** - “Brainstorm” as many ideas about what to do, as you can!



**Which ideas are the best?** Choose the ideas most likely to work. Go through each one – is it doable?

**Plan your idea of what to do in a step by step way** What will you do? What will others do? What happens if..? How will you know it has worked? When will you get together and see if it has worked?

