

PROBLEM SOLVING

Soft Skills for Success

A problem is anything that requires thought or effort to work through. Your overall well-being and how you're judged by others is influenced by the way you tackle life's difficulties. Having good problem-solving skills makes life a lot easier. *So what's the key to problem solving?*



Define the outcome you want.

Visualize an outcome to the problem that's realistic and acceptable to you. Then, come up with steps that will help you achieve that outcome.

Be positive.

Don't let obstacles deter you. Focus on the outcome you want—and on what you can do right now to achieve that outcome.



Get creative.

There may be several ways to solve your problem. Don't discount any ideas. Write them all down and consider them all.

Check out the other side to find out how to effectively solve a problem.

Solving a Problem: Step by Step

Every problem is different. Some can be handled in minutes, and some require a lot of time and energy. Here are some tips to help you tackle any problem:

Define the problem. Take a deep breath, step back, and figure out exactly what the problem is.

Focus your energy. Worrying and complaining just makes things worse. Focus your energy on solving the problem.

Gather information. Who/what is involved? What information do you need? Is there anything you're overlooking?

Generate solutions. Brainstorm various ways to tackle the problem.

Take action. If a solution doesn't give you the results you want, don't get discouraged. Just try a different approach.

Get support. Getting help isn't a sign of weakness; it's a sign of wisdom. *You don't need to deal with any problem on your own.* Talk to someone you trust.

Think about it!

Reflect on a problem you've had in the past. How did you solve it?
What would you do differently in the future?
