Alternative # 1

_____

_____

_____

_____

Pros	Cons

What is the Problem ?

_____

_____

_____
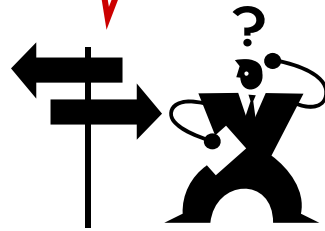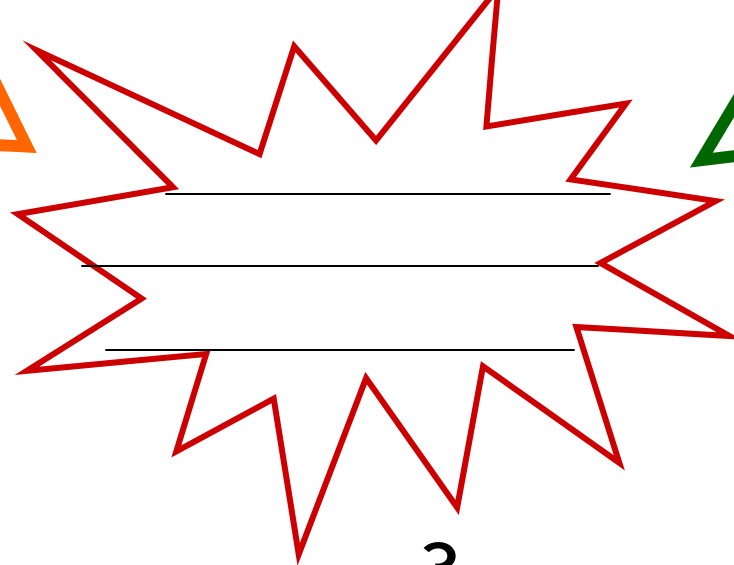
Alternative # 2

_____

_____

_____

_____

Pros	Cons

Decision_____

_____

Decisions…Decisions…Decisions
How to Solve a Problem

When faced with a problem that needs a solution, one should ask the correct questions. Problem solving skills can be improved by improving one's question-asking skills. The following questions should all be considered when finding the solution to the problem.

Pray through the whole process.

Finding the Question to Solve the Problem

1. **What is the problem?**
2. **Who recognized it as a problem?**
3. **When did the problem begin?**
4. **What caused the problem?**
5. **What are the underlying issues?**
6. **Who is affected by the problem?**
7. **Who is responsible for solving the problem?**
8. **What will happen if the problem is ignored?**
9. **What information is needed to solve the problem?**
10. **What steps have been taken to solve the problem in the past?**
11. **Why is it still a problem?**
12. **Where is the problem connected to other problems?**
13. **What recourses will be needed to solve the problem?**
14. **What risks must be taken to solve the problem?**
15. **When must the problem be solved?**
16. **How will one know if the problem has been solved?**
17. **What are the two most effective ways to solve the problem?**

Directions

Have each person involved in the decision making process answer the questions.
Collect the answers.
Brainstorm and decide on two possible alternative solutions which could solve the problem.
Do the alternative solutions fit with the mission and vision of the organization?
List the pros and cons for each alternative.
Make the decision.
The next step would be your action plan, including goals and timelines.