

## 5-Step Planning and Problem Solving Worksheet

<b>Priority Selected:</b>	
<b>Data Considered:</b>	
<b>1.Desired outcome &amp; how it will be measured:</b>	
<b>2. Brainstorm all available resources/positive factors that might facilitate achievement of desired outcome <u>and</u> all obstacles that might prevent achieving the desired outcome.</b>	
<u>Resources</u>	<u>Obstacles</u>

**3. Select one (1) obstacle from #2 to address first and identify it in behaviorally descriptive terms – ensure everyone understands it.**

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**4. Brainstorm strategies to reduce or eliminate only the obstacle identified in #3 and record them below. These are only ideas. Do not consider feasibility or implementation at this stage.**

**5. Using the list generated in #4 as a stimulus, but not as a limit to ideas, develop multiple action plans to reduce or eliminate only the obstacle identified in #3. Specify who will do what (descriptively) and by when. **DETAIL IS A MUST!!!!****