

Problem Solving Think Sheet

1

PROBLEM

What's the problem? Tackle one thing at a time.

TAMMY - Not having enough time to complete all necessary tasks in a day

“When a problem comes along, study it until you are completely knowledgeable. Then find that weak spot, break the problem apart, and the rest will be easy.”
~ Norman Vincent Peale ~

2

UNDERSTAND

What is causing the problem?

TAMMY - Time management and too many commitments

3

PLAN

Break it into parts and identify possible solutions.
Select the best option.

TAMMY - Prioritize tasks from greatest to least
Set a timer to stay focused on the task at hand
Say no to unnecessary commitments

4

SOLVE

Take action and implement your decision.

TAMMY - Write down top 3 must complete items for the day
Plan my day in a way that gets these 3 tasks completed

5

CHECK

Did it work? Yes or no.

TAMMY - YES, it worked! My day didn't control me, I controlled my day and how it was used by telling my "time" where it would be spent.