Planning and Problem Solving Worksheet

Priority Selected:		
1. Desired Outcome and H	low it will be Measured:	
	e resources/positive factors that might of desired outcome <u>and</u> all obstacles that g the desired outcome:	
Resources (+)	Obstacles (-)	

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

4. <u>Brainstorm</u> strategies to reduce or eliminate only the obstacle identified in #3 and record them below. These are only <u>ideas</u>. 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!!!!!
- 6. Specify a plan for follow-up for each action plan. (How will completion be verified and outcome evaluated)

#1	Who:
	What action:
	When:
	Plan for Follow-Up:
#2	Who:
	What action:
	When:
	Plan for Follow-Up:
#3	Who:
	What action:
	When:
	Plan for Follow-Up:

[use additional work sheets if necessary]

7. Plan for evaluation of reduction or elimination of obstacle identified in #3:

REPEAT PROCESS, BEGINNING WITH #3, SELECTING A NEW OBSTACLE.

8. Plan for evaluating progress toward achievement of desired outcome specified in #1