Appendix B:
Building Problem-Solving Skills Worksheets

Information and Prioritizing

Healthy Connections **Problem-Solving Skills**

Helpful Thinking   Positive Activities

Managing Reactions
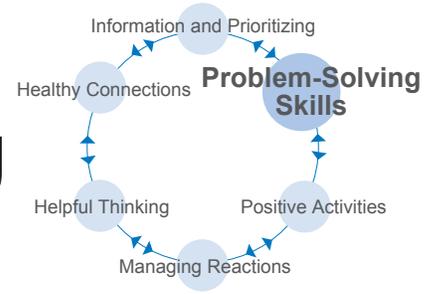
Problem-Solving Worksheet

The problem-solving skill helps you break down overwhelming sets of problems into more manageable chunks, prioritize which to work on first, and decide what action is best to take.

1. DEFINE THE PROBLEM: What is the problem you want to work on first?
If you need to choose from several problems, ask yourself, "Which one of these areas is bothering me the most? Is there one that I need to deal with sooner than the other ones? Is there one that is getting worse? What do I feel most comfortable working on first?" State the problem clearly. If it is a complex problem, write down one "chunk" you can work on first.

_____

_____

_____

_____

Take a minute to ask yourself these questions about the problem:

A.	Is it happening to me?	Yes	No
B.	Is it happening between me and someone else?	Yes	No
C.	Is it happening to someone else?	Yes	No
D.	Is it happening between two or more other people?	Yes	No

(If you circled "yes" to A or B, this is likely a good problem for you to work on. If you circled "yes" to C or D, this may not be a problem you can fix, but a situation for someone else to work on.)

---

2. SET THE GOAL: What do you want and need? What do you hope to see happen?

_____

_____

_____

_____

_____

3. BRAINSTORM: What are some possible options to meet your goal?
Try to come up with five to 10 options.

_____

_____

_____

_____

_____

_____

_____

4. CHOOSE THE BEST SOLUTION: Combine your best options into a solution.
   Make a plan of committing to it in the days ahead.

_____

_____

_____

_____

_____

_____

_____

_____

_____

Put it into action!

Give it a try. If it doesn't work out, you can always try other options.

For Children: Problem Busters Worksheet

Is there something getting in the way of what you need or want to do?
Try working through these steps with your counselor!

1. What is the problem?

_____

_____

_____

_____

_____

_____

_____

_____

Take a minute to make sure that this is really **your** problem to tackle.

A.	Is it happening to me?	Yes	No
B.	Is it happening between me and someone else?	Yes	No
C.	Is it happening to someone else?	Yes	No
D.	Is it happening between two or more other people?	Yes	No

(If you circled "yes" to A or B, this is likely a good problem for you to work on. If you circled "yes" to C or D, this may be a problem for someone else to work on. Talk with your counselor.)

2. Set your goal: What do you need or want?

_____

_____

_____

_____

_____

_____

_____

_____

_____

3. **Brainstorm: What are some things you could do to meet your goal?** Try to come up with five to 10 ideas. Remember don't judge yourself—put down all ideas, good or bad!

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

4. **Choose the best solution: Decide which plan would work best for you.**

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Put it into action!

Give it a try. If it doesn't work out, you can try another problem buster.