



1. The first step is to identify the problem or issue that needs to be addressed. This involves gathering information and understanding the context of the situation.



2. The second step is to analyze the problem and determine the root cause. This involves breaking down the problem into smaller components and identifying the underlying factors that contribute to the issue.



3. The third step is to develop a plan of action to address the problem. This involves identifying the resources needed, setting priorities, and determining the specific steps that need to be taken to resolve the issue.