

1. **Identify the problem.** The first step in the problem-solving process is to identify the problem. This involves understanding the situation, gathering information, and determining the specific issue that needs to be addressed.

2. **Analyze the problem.** Once the problem is identified, the next step is to analyze it. This involves breaking the problem down into smaller, more manageable parts and identifying the underlying causes.

3. **Generate solutions.** The third step is to generate potential solutions. This involves brainstorming ideas and considering different approaches to solving the problem.

4. **Evaluate solutions.** The final step is to evaluate the potential solutions. This involves comparing the solutions against the problem and determining which one is the most effective and feasible.