1 – Understand the purpose of the program:

What it is trying to do or achieve?

2 - Check for Syntax Errors

Sometimes it's just a semicolon or a missing symbol that is the reason of your program not working.

3 – Divide & Conquer

Break the program into pieces and evaluate what it is doing in each line before moving on to the next line. If the program is using a loop then calculate each value in the loop at each iteration.

If you still don't understand what's wrong with the code – just write the pseudo code in your own language with your own logic which gets the same results as the code you're trying to solve.