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# PROBLEM SOLVING



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# SEVEN STEPS FOR EFFECTIVE PROBLEM-SOLVING



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# 1) BREAK DOWN THE PROBLEM

- When people first look at a problem it can sometimes be overwhelming. Sometimes it might feel like you are looking at a jumble of words or nonsensical images.
- By breaking the problem down into smaller pieces, it becomes less insurmountable.
- When we break the problem up it can help to restate the problem so we understand it in our own words
- Write it down as you work through it

## 2) FOCUS ON WHAT YOU WANT

- When there is a problem in our lives, we may have the tendency to state what we don't want
- This can translate to professional problem-solving, when you focus on what you don't want your brain can't see what it does want
- If an airplane is focused on what it doesn't want, it will never reach its target. (And may crash into a mountain)



### 3) START BACKWARDS

- Sometimes referred to as reverse engineering, starting from the end of a problem and moving backwards you may see things in a different way.
- This concept is used in places like marketing, politics and, of course, engineering.
- Another way to think about this is think about the outcome you want and breakdown the process so you can arrive at that solution.

## 4) YOU WILL GET STUCK

- Walk away.
- Often people will try to keep pushing through a problem when they are stuck. This just creates frustration because you may be “Too close to the forest to see the trees”
- Walking away not only allows you to clear any emotion on the subject but it also allows the mind to go into a different state which it will allow you to solve the problem much easier



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## 5) FINDING ANSWERS

- People don't know everything. Google (and other search engines) have more knowledge than we could ever hope to assimilate in our own limited consciousnesses
- Someone likely had this issue before, so it could be useful to consult the internet.

## 6) NO WRONG DECISIONS

- Analysis Paralysis.
- You may have this horrible affliction
- Symptoms include (but are not limited to)
  1. Indecision
  2. Not knowing where to start
  3. Feeling you are going to do something wrong, so never starting
- Just start. If you start and it's wrong, then know what not to do. If you never start, you will never get to your destination.





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## 7) IMAGINATION

"Imagination is more important than knowledge. For knowledge is limited to all we now know and understand, while imagination embraces the entire world, stimulating progress, giving birth to evolution"

- Albert Einstein

## 7) IMAGINATION

- We can not solve a problem with the same level of thinking that brought us into the problem. Use your imagination to rise above the situation and create a new solution
- Books that cover Imagination
  - The Law of Success
  - Think and Grow Rich
  - The Magic of Believing



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