

## ***Solving Problems and Achieving Goals<sup>1</sup>***

### **Step 1. What exactly is the problem or goal?**

Talk about the problem or goal until you can write down exactly what it is. Ask questions to make the issue clearer. Break a big problem or goal into smaller parts.

---

---

### **Step 2. List all possible solutions – brain storming.**

Make a list of all ideas, even ‘bad’ or ‘silly’ suggestions. Get everyone to suggest something. DO NOT talk about whether ideas are good or bad at this stage.

---

---

---

---

---

---

---

---

### **Step 3. Briefly highlight the main advantages and disadvantages.**

Get the group to say what they think are the main advantages and disadvantages of each suggestion.

### **Step 4. Choose the most practical suggestion.**

Choose the solution that can be carried out most easily with the resources (time, skills, materials, money, etc.) that you have at the present time.

---

---

---

---

### **Step 5. Plan exactly how to carry out the solution.**

Organise how to get the resources you need. Consider how to cope with likely hitches. Practise difficult steps. Date and time to review progress with plan

---

---

---

---

### **Step 6. Review progress in carrying out the plan. Praise all the efforts people have made.**

Review Date:

---

<sup>1</sup> Ian R. H. Falloon. Australian and New Zealand Journal of Psychiatry 2000; 34 (Suppl.):S185–S190  
[www.turningthepage.info](http://www.turningthepage.info)