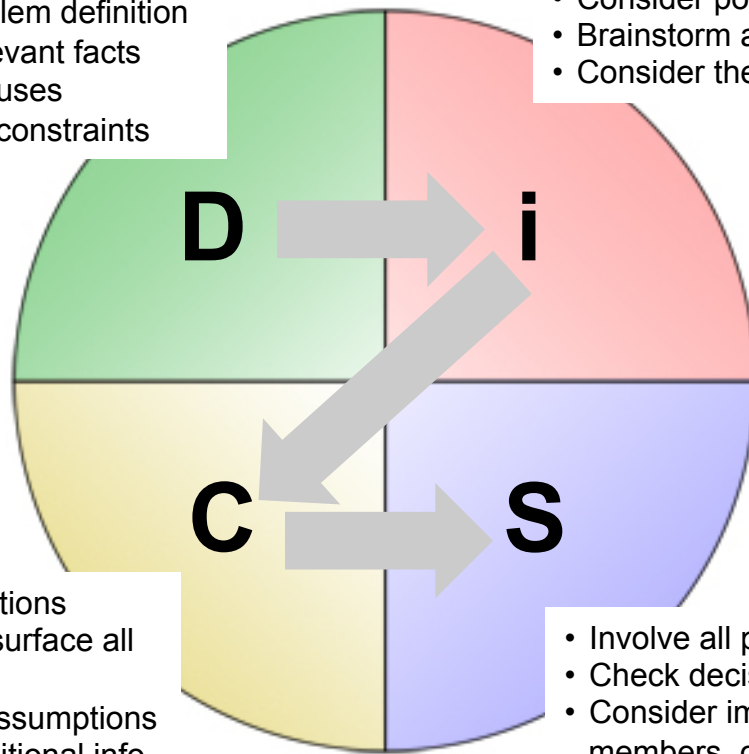# EFFECTIVE PROBLEM SOLVING

- Define the problem
- Ensure participants agree on the problem definition
- Identify relevant facts
- List root causes
- Determine constraints

- Consider possibilities
- Brainstorm alternatives
- Consider the future

- Analyze options
- Debate to surface all opinions
- Question assumptions
- Gather additional info as needed
- Make decision

- Involve all parties
- Check decision against values
- Consider impact to others (team members, customers, business partners, etc.)
- Establish follow-up

Notes:

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