

PROBLEM SOLVING WORKSHEET

STATE YOUR GOALS

DEFINE THE PROBLEM

**DEFINE YOUR GOALS:
How Would Your Life Be Improved If This Problem Was Solved?**

OVERCOME OLD WAYS OF THINKING

SEPARATE YOUR EXECUTIVE FUNCTIONING PROBLEMS FROM YOURSELF

- | | | |
|----------------------------|---------------------------|-----------------|
| Sustained Attention | Working Memory | Organization |
| Time & Priority Management | Planning & Starting Tasks | Persistence |
| Self-Monitoring | Response Inhibition | Social Thinking |
| Flexibility | Emotional Control | |

MOVE PAST SELF-BLAME AND TAKE RESPONSIBILITY FOR YOURSELF

"I did not CAUSE my EXECUTIVE SKILLS problems, and I can develop SKILLS to address them."

LEARN NEW WAYS TO BE SUCCESSFUL

IDENTIFY THE SITUATIONS THAT CAUSE THIS PROBLEM

Increasing self-awareness helps increase self-control. Recognizing repeated patterns helps you replace them with better choices.

WHAT? _____

WHEN? **tired** **hungry** **bored** **excited** **overwhelmed** **distracted**

WHERE? _____

WHO? _____



IDENTIFY THE IMPACT OF THE PROBLEM

How does this problem IMPACT you?

SEEK SOLUTIONS TO OVERCOME THESE CAUSES

First, refer back to your notebook to see if you can adapt what is suggested there to solve your problem.

If you need extra forms, go to <http://www.drmontedavenport.com/student-success-library/> and enter password **101505**.

Next, go to <http://www.drmontedavenport.com/learn-new-ways> and search the sites suggested here using the executive skills as key words. You can further refine your search by adding key words from the definition of your problem.

VENTURE: MAKE A PLAN & TAKE ACTION!

WHAT IS YOUR PLAN?

Make plans to address each cause of this problem listed on page 2.

CAUSE	PLAN

WHAT ARE THE BENEFITS OF IMPLEMENTING YOUR PLAN?

These are usually the opposite of the impact of the problem on page 2.

HOW DOES YOUR PLAN ALIGN WITH YOUR VALUES?

Consider how your most important values match-up to your plan.

HOW CAN YOU MOTIVATE YOURSELF TO IMPLEMENT YOUR PLAN?

Consider what motivates you to complete difficult tasks.

(Rewards? Punishment? Autonomy? Mastery? Purpose? Relatedness?)

WHAT STRENGTHS CAN YOU USE TO IMPLEMENT YOUR PLAN?

- | | | |
|------------------------------|-----------------|------------------------|
| Ambition | Caring, empathy | Competitiveness |
| Courage | Creativity | Curiosity |
| Dependability | Determination | Hard-work |
| Honesty | Imagination | Independence |
| Leadership | Loyalty | Optimism |
| Organization | Persistence | Problem-solving skills |
| Protecting others' interests | Self-control | Sense of humor |

WHO CAN HELP YOU IMPLEMENT YOUR PLAN?

WHO CAN HELP?	WHAT WILL YOU ASK THEM TO DO?

TAKE DAILY ACTION!

- Refer to your goals daily.
- Schedule when you will implement your plan.

Date	Action

- Continue to take daily actions needed to reach your goals.
- Remind yourself of the **BENEFITS** of reaching your goals.
- Stay accountable to those you've asked to keep you accountable
- Put in the time and effort it takes to make a change
- Don't beat yourself up over mistakes and missteps along the way.
- Learn from your mistakes and choose to take a different action next time.

EVALUATE YOUR PROGRESS OFTEN

ASK YOURSELF THESE QUESTIONS ON A REGULAR BASIS.

What plans/actions are working? Why?

What plans/actions are not working?

What obstacles or problems are getting in your way?

What is the main problem?

What are some possible solutions?

What is the best possible solution?

When and how will you implement the best solution?
