**Step 1: IDENTIFY**

Define the problem. This is the most important step, so don’t rush. Be specific and identify what the specific obstacle or challenge is.

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**Step 2: BRAINSTORM**

Come up with as many possible solutions as possible. Don’t rule out any options yet. Be creative. Don’t be afraid to ask others for ideas.

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**Step 3: DELIBERATE**

Get rid of obviously poor ideas. Use a separate paper to weigh the pros & cons of the ideas left.

**Step 4: SELECT**

Choose the best option. There may not be a perfect solution, so choose the best one.

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**Step 5: ACT**

Now it’s time to put your plan into action. If you write your plan down and/or tell someone about it, you are more likely to follow through.

**Step 6: REFLECT**

Look back at how things went. Did this plan solve your problem? If not, why not? Don’t beat yourself up if things don’t work out the first time. You can learn from this experience.

**Step 7: REVISE**

If your first idea didn’t work, is there another option to try? Can you ask for outside help? It’s okay to try several things before you find something that works?

Remember, we need to accept that some problems can’t be fixed now, or can’t be fixed at all. Acceptance doesn’t mean giving in or quitting. When we accept things we can’t change, we can turn our efforts towards the things we can.