

# Structured Problem Solving

**Are you a 'worrier'?  
Sometimes we can fret about a problem rather than actively try to solve it.**

Learning how to break down a problem into its various components – and then decide on a course of action – is a valuable skill that can help manage generalised anxiety and depression.

Use the structured problem solving work sheet to help you figure out how to solve one of your problems. Use the example below to help you.

## Structured problem solving worksheet – example

What is the problem/worry? I want to go on holiday but have no passport and don't know how to get one					
Step 1 List all possible solutions even bad ones	Step 2 List advantages and disadvantages of each solution		Step 3 Choose best or most practical solution or combination	Step 4 Plan how to carry out solution	Step 5 Record progress and review plans. Feel good about your efforts
	Advantages	Disadvantages		How will I achieve my goal?	
Don't get one	No need to do anything	Can not go on holiday		<b>1</b> Ask friend for help	
Find out how to obtain passport	Get passport and can go on holiday	Effort, need help from friend		<b>2</b> Go to post office and get form	
				<b>3</b> Fill in form	
				<b>4</b> Get photo and send with form	
				<b>5</b> Ask friend to come to the passport office to collect passport	

## Structured problem solving worksheet

What is the problem/worry?					
Step 1 List all possible solutions even bad ones	Step 2 List advantages and disadvantages of each solution		Step 3 Choose best or most practical solution or combination	Step 4 Plan how to carry out solution	Step 5 Record progress and review plans. Feel good about your efforts
	Advantages	Disadvantages			
				1	
				2	
				3	
				4	
				5	