

## Problem-Solving Approach

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1. Identify the problem to be solved
  2. Examine the costs and benefits of solving the problem
  3. List all the resources and information available
  4. Generate as many possible solutions for the problem
  5. Rank the possible solutions from most desirable to least desirable
  6. Develop a plan of action based on the best solution (make a step by step action guide)
  7. Schedule the first step
  8. Evaluate the outcome
  9. Revise the plan if necessary
  10. Reward yourself for carrying out the steps.
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