

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.

Have a look at the example below and then use the blank worksheet to help you figure out how to solve one of your own problems.

| 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 | | | |
| Don't get one | No need to do anything | Cannot go on holiday | | 1 Ask friend for help | |
| Find out how to obtain passport | Get passport and can go on holiday | Effort, need help from friend | | 2 Go to post office and get form | |
| | | | | 3 Fill in form | |
| | | | | 4 Get photo and send with form | |
| | | | | 5 Ask friend to come to the passport office to collect passport | |

Example diary:

| 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 | | How will I achieve my goal? | |
| | | | | 1 | |
| | | | | 2 | |
| | | | | 3 | |
| | | | | 4 | |
| | | | | 5 | |