Step 1. Identify your problem	precisely	
Step 2. Write down as many po	ossible solutions as you can	
Step 3. Think through the pros and cons of each solution		
Solution 1.		
Pros	Cons	

Solution 2.	
Pros	Cons
Solution 3.	
Pros	Cons
Solution 4.	
Pros	Cons
Solution 5.	
Pros	Cons

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Solution 6.	
Pros	Cons
Solution 7.	
Pros	Cons
Solution 8.	
Solution 8.	
Pros	Cons
Solution 9.	
Pros	Cons
Solution 10.	
Pros	Cons

Step 4. Select the best possible solution	
Step 5. Plan how to carry out the solution	
Step 6. Put the plan into action	
Step 7. Review what happens	