



ISSUE: I'm having a problem and I don't know how to deal with the problem.

THINGS TO CONSIDER: Problems at work or in your personal life are manageable. Most often people just need the tools and strategies to work through their problems. Sometimes it may feel like a mountain of problems piling up and you just want them to go away. However, as most people know problems will not just disappear on their own.

- It is good practice to tackle problems as they arise whenever possible.
- You are the only one who can know when you are having a problem, others will not know unless you tell them.
- Not all problems can be solved alone and it is OK to ask for others to help.
- If you do not deal with your problem, it will not magically disappear. Most often that same problem will continue to come up over and over again.
- As problems go unaddressed, they build on top of other problems leading to a feeling of crisis. This is a good incentive to address each problem as it arises.
- Many of us were not taught how to deal with problems over the course of our lifetime.
- Denial, blaming others, and complaining about a problem may help you to feel OK temporarily, but at the end of the day, the problem remains and it has not been solved.

THINGS TO DO: Make a choice and decision to handle any problem as it arises. Learn to trust your body and intuition. When there is a problem, your body will always react naturally and 'feel' something is not quite right. If you feel tension, or something in the pit of your stomach, or a number of other warning signs listen to them, stop and think, where those feelings are coming from. You may feel stuck, however it is important to remember that learning and change is always possible when you can identify what it is you want to change.

Below are some of the steps that you can start practicing to help you solve problems in the future. Soon these things will become part of your regular habits. In the beginning as you learn to solve problems on your own, writing things down may be helpful.

1. **Identify** the problem
2. **Decide** you are going to solve this problem
3. **Brainstorm solutions** and think about a few options to resolve the problem
4. **Pick the best alternative** and give it a try
5. **Decide how** you are going to put the plan into action
6. **Do it**
7. **Evaluate** does it feel like the problem has been solved

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