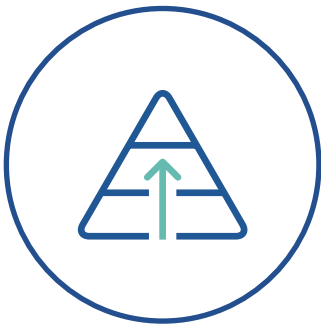# How to *overcome* problems

Breaking down problems in to smaller, more manageable tasks is a great way to overcome them. Try these problem-solving approaches to help accomplish your goals.

How to eat an elephant – one chunk at a time

> Identify the problem

> Break it down into smaller steps

> Prioritise - what do you need to do first

> Write down ways to achieve that first step

> Pick the idea that seems the most logical and straightforward

> Check that the chosen idea is achievable

> Make a plan to do it

> Carry out the plan

> Repeat for next step
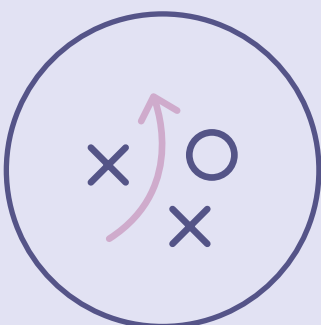
Plan and review

> Identify the problem

> Write down as many ideas as you can that might help solve the problem, no matter how silly they seem – don't dismiss any possible solutions

> Evaluate all the options - list the pros and cons of each

> Choose one of the possible solutions that looks the most likely to work

> Put the plan in to action

> Describe what you will do. Explain your decision.

> On a separate piece of paper, plan out step-by-step what you need to do to carry out this solution.

* Identify all requirements (What? When? How? With whom?)
* What could cause problems? How can you overcome or avoid these problems?
* Is this realistic and achievable?

> Review the result. Did you achieve your goal? If not, how could you have done it differently?

* Did you achieve any progress, however small, towards your goal?
* What have you learned?
* Next steps

Further resources

NHS Inform

https://www.nhsinform.scot

Living Life to the Full

https://llttf.com/

Center for Clinical Interventions

https://www.cci.health.wa.gov.au/