



Top Tips
Problem Solving

'All problems are difficult before they are easy'

Proverb

1. Define the desired outcome.
2. State the problem clearly — half the solution of a problem is understanding what it is.
3. Explain the problem to someone else, or write it down — this will force you to clarify it, and solutions may start to present themselves.
4. Make sure that you have gathered all the information necessary.
5. Identify the part of your day at which you are most productive, and allocate some of this time to the problem.
6. Start with the parts of the problem that seem easy or obvious.
7. Identify apparent solutions, and dismiss those that, for whatever reason, are not feasible.
8. If you are sure that you have all the necessary input, and cannot see the solution, make a conscious decision to leave it for a while — your subconscious mind will work on it.
9. Beware of procrastination — often any decision is better than no decision.
10. It is legitimate to decide not to decide — some problems will solve themselves or subsequent events make it clear what course should be taken.

Designing

Developing

Delivering

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