**Six Steps to Solve a Problem or Make a Decision**

**STEP 1:** What exactly is the issue or problem? (Define it clearly. Discuss all of the factors

 involved.

**STEP 2** What are all the possible solutions or decisions you could use to solve the

 problem?

**STEP 3:** For each possible choice, what do you think the consequence or outcome would

 be? What would happen?

*Do you need more information to complete these steps? Where could you find it? (Consider friends, parents, relatives, a teacher or counselor, a website, etc. How do you know whether the information is reliable?)*

**STEP 4:** What are your values related to this issue or problem? Which possible choices

 are most consistent with your values?

**STEP 5:** Make a choice. Which alternative do you think will best address the Issue or

 problem defined in Step 1? Try it.

**STEP 6:** Evaluate. How did the choice you made work out? Do you need to try

 something different?

*It is often useful to go through these steps with the help of a trusted friend or mentor.*