Problem Solving and Action Plan Worksheet

Step 1. Describe the problem or situation: State what's happening in concrete, factual terms
Emotional reaction (How do you feel?)**:**
Step 2. Identify the goal: What needs to change to resolve/improve the problem?
Step 3. Identify possible solutions and options to help reach this goal
Step 4. Evaluate options and choose the best solution

Step 5. Create an Action Plan	
Step 1: **Possible barriers and solutions:**	**When:**
Step 2: **Possible barriers and solutions:**	**When:**
Step 3: **Possible barriers and solutions:**	**When:**
Step 4: **Possible barriers and solutions:**	**When:**
Step 5: **Possible barriers and solutions:**	**When:**

Step 6:	**When:**
Possible barriers and solutions:	
Step 7:	**When:**
Possible barriers and solutions:	
Step 8:	**When:**
Possible barriers and solutions:	
Step 9:	**When:**
Possible barriers and solutions:	
Evaluate Plan: Is it a success?	
YES: If the emotion is still strong, try other emotion regulation strategies	**NO:** Revise the Action Plan, or go back to Steps 3 and 4