

PROBLEM-SOLVING

Here are five ways to develop your problem-solving skills.



1.

DEFINE THE PROBLEM.

Before looking for solutions, take time to understand the problem itself. Analyse the best solutions by weighing the pros and cons for each before making the final decision.

2.

FOCUS ON THE CAUSE, NOT THE SYMPTOMS.

Prevention is better than cure. Try and delve into the root cause of the problem instead of focussing on its effect. Tackle the problem at its root and the rest will follow.

3.

MAKE A LIST OF PRIORITIES.

The best way to tackle multiple problems is by making a priority list and focussing on the more important tasks. Make sure that the solutions are doable in a timely manner.

4.

HAVE SIMPLE BUT CREATIVE SOLUTIONS.

Do not trivialise a problem but at the same time, do not complicate it either. Analyse it from all perspectives and find a solution that is simple to execute.

5.

IMPLEMENT A PLAN OF ACTION.

Approach each problem systematically, lay down a plan of action, provide a checklist and carry out a step-by-step execution of each action.