



LANCE C. GREENBERG

Problem Solving SOP

Make a copy. Answer the questions. Send the answers to these questions to the person you want help from.

IMPORTANT: In most cases this is NOT an all day task. It's a 5-15 minute task if you can pull up data and use chatGPT. In some rare cases you may need to contact other people and do deep research, and that could take hours or days if this is high risk.

What is the 1 very specific problem? (What problem are you trying to solve? **Read below before you answer)**

- Clearly define the problem. People spend too much time worrying about vague or undefined issues. By pinpointing the exact problem, individuals can focus their mental energy on something tangible and manageable. A problem is the thing that is in the way and a constraint to hitting your outcome. If it's not in the way, if it's not the thing keeping you from actually hitting your outcome then it's not the problem. **Ask yourself, is not having y problem solved the reason i'm not hitting x goal?**

What is the cause of this problem? (What do you think the cause is?)

- What do you think could be the underlying cause of this problem? Details matter. Be very specific and clear. Include data in your analysis. Don't just use guesses and assumptions.

What are all of the possible solutions? (Bullet all the possible solutions to this problem)

- Generate a comprehensive list of potential actions without immediately judging their feasibility. List every possible way to address the problem, no matter how practical or impractical they might initially seem.

What is the solution that you recommend? Bullet point why and what your plan would be to execute it.

- Pick the best solution from the list of possibilities. This step involves evaluating the pros and cons of each option and choosing the most effective and feasible course of action. After considering all possible solutions, recommend the one that seems most viable. Find the solution most likely to work, with the highest reward and the lowest risk. Provide a solution and a **plan**.