

# Breaking Down Problems

Sometimes a problem can be a lot easier to deal with when you break them down and look at small things you can do to help solve it.

**Example:** Fred is always sleeping in and being late for work. His boss is angry with him and Fred is worried he may lose his job if he can't solve the problem.

**Fred tries to think of things he could do to make it easier for him to get up in time for work. He writes down:**

- 1. Exercise more through the day to help me sleep well*
- 2. Go to bed earlier to make sure I'm getting enough sleep*
- 3. Turn off my phone and computer an hour before going to bed*
- 4. Put my alarm clock on the other side of the room so I have to get out of bed to turn it off*
- 5. Open curtains a little so the room is brighter in the morning*

Fred follows his 5 point plan straight away and is happy to discover that following those small, simple steps, has helped him to solve a BIG problem.

Activity: Think of a problem you are having, or might have in the future, and write it down.

Write on each finger a 'mini-task' you could do to help you solve your problem.

In the palm of the hand write what you think the outcome will be when you've completed the mini-tasks.

