PROBLEM-SOLVING CANVAS

Finding Solutions Step by Step

Mentee Name: _____

Date: _____

Step 1: Describe the Problem

What is the challenge you are facing?

Step 2: Why Is This a Problem?

How is this situation affecting you?

▫ Personally	▫ Professionally	▫ Financially
▫ Emotionally	▫ Other: _____	

Explain:

Step 3: Identify Possible Causes

What might be causing this problem?

Possible Cause	How Much Does It Contribute? (1-5)

Step 4: Generate Possible Solutions

Write down every possible solution without judging them.

Possible Solution

Step 5: Choose the Best Option

Which solution seems most realistic and useful?

Why?

Step 6: Action Plan

Action Step	Deadline

Reflection

What have I learned from this exercise?