**TOOLSHEET:**  
**PROBED COLLABORATIVE PROBLEM SOLVING**

**PROBLEM**

Write a clear statement or bullet points to describe the problem you want to address

*Type your answer here.*

**REALITY**

Jot down the realities of the situation, such as causes and effects of the problem, and relevant strengths or weaknesses  
*(Note the top 3-5 causes from your list of realities and go back and rewrite the problem as a goal)*

*Type your answer here.*

**OPTIONS**

Look at the key causes of the problem and brainstorm ideas… from conventional, to bold, to wild

*Type your answer here.*

**BEST OPTION(S)**

Decide what ‘tests’ your solution needs to pass and then choose your best option(s)

*Type your answer here.*

**EXECUTION**

Write down the steps needed to implement your best option(s) – use the 3W’s (What, Who, When)

*Type your answer here.*

**DO NEXT**

Confirm the next action…

*Type your answer here.*