
Problem Definition Worksheet

1. Write down the general problem or issue that grabbed your attention.

2. Write down exactly what happened. (The trigger or other circumstances might help you figure out the problem.)

Who was involved? _____

What happened? _____

What were you doing? _____

Where were you? _____

When did this happen? _____

How did this happen? _____

REMEMBER! Use the “detective” approach. Don’t make assumptions; get the facts instead! If you can’t answer these questions, be your own investigative reporter!

3. Review the facts, then redefine your problem. If it has several elements, then list all of the elements separately. Each element might require a different list of solutions.
