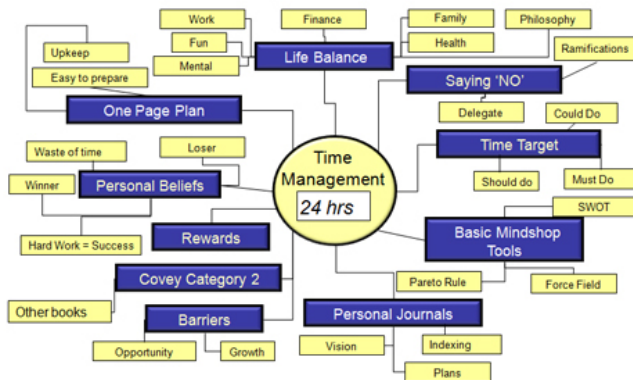


Four Step Problem Solving

Step 1: Fleshing out an issue: **Mindmapping**

Mindmapping is a simple but powerful tool to help flesh out an issue or opportunity on almost any topic. It allows all parties to clearly see all the surrounding issues or points to consider when thinking about an issue.



Step 2: Select the top 2 or 3 key strategies: **Pareto**

Pareto (also known as the 80:20 rule) helps select the 20% of ideas which will have the biggest impact on the issue at hand. So from the initial Mindmap you would select the top 2 or 3 aspects of the Mindmap which if addressed would have the biggest impact on that particular issue.

Step 3: Driving strategy into action: **Force Field**

Force Field is a powerful tool to help drive key issues into actions. It can be quite tricky to get right the first time so ensure you do a few trial force fields to build confidence. The true power of this tool comes from the fact it looks at both the positive and negative forces impacting an issue.



Step 4: Taking an issue into a detailed **One Page Plan**

This is the final step in the process where you put all the working you have done into an actionable: **One Page Plan** With the One Page Plan you now have a document you can use to drive the successful fixing of the key issue or opportunity at hand. To assist you with where elements of this process are placed within the One Page Plan please note below:

NOW = Definition of the key issue and aspects of Mindmap
 WHERE = Mindmap and discussions around solution HOW -
 Strategies = 3 key Pareto Items
 Actions = 3 key actions from each Force Field - Who /
 When = You need to define these

