

PROBLEM SOLVING FLOW CHART

I HAVE A PROBLEM...

QUESTIONS TO ASK MYSELF

1. Can I clearly state the issue? How does this connect with Our beliefs?
2. What have I and/or others done already?
3. Who does it affect? To what degree?
Is there a group who is or should be dealing with this issue? Example - grade level, department, i.e., the level closest to the problem
4. Do I just need to know or do I need to be involved?
Who else needs to know or be involved?
5. How soon must this decision be made?

IF
A PROBLEM STILL EXISTS,
WHERE DO I GO?

INDIVIDUAL/GROUP

Individual
Grade/Team
Department/Subject
Administrator
TTA/Local 100 Reps
Other

BUILDING

Administration
B.I.T.
Committees
Task Forces
P.T.A.
TTA/Local 100 Reps
Other

DISTRICT

Steering Committee
CCC (Cooperative Communications Committee)
Task Forces
Standing Committees
C.O. Administration
TTA/Local 100 Reps
Other

IMPLEMENTATION OF
SOLUTION

EVALUATION OF
SOLUTION