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| **Step 1: Define the Problem** |
| What is the problem? |
| Ask and answer WHY at least 3 times to get down to the root cause. |
| Now restate the problem using your answer to the last WHY.  |
| **Step 2: Pick a solution Strategy** |
| Could any of the solution strategies we talked about help you solve this problem (hill climbing, sub-goals, means end analysis, working backwards). If so how? | If you can’t pick one of those strategies talk about how you plan to solve the problem. |
| **Step 3: Check Progress** |
| How can you check to see if you are making progress on solving your problem? What will keep you honest? |