

10-Point Checklist: Effective Problem Solving

Effective problem-solving is the bridge between operational stagnation and business transformation. Use this 10-point checklist to move beyond reactive firefighting and implement sustainable solutions that drive long-term efficiency and organizational health.

☐	1. Define the Problem Clearly: This is the first and most important step in solving any issue or making an effective decision. A well-defined problem identifies what is happening, why it is a concern, who or what is affected, and the desired outcome.
☐	2. Gather Objective Data: Rely on quantitative metrics and qualitative feedback (using survey approach as an example) rather than circumstantial evidence to ensure the problem is understood in its full context.
☐	3. Identify the Root Cause: Use a technique like "The 5 Whys" or a Cause-and-Effect diagram to peel back layers until you reach the actual systemic trigger.
☐	4. Engage Stakeholders: Ensure those most affected by the issue are consulted early. This secures buy-in and provides diverse perspectives that leadership might miss.
☐	5. Brainstorm Diverse Solutions: Encourage an open ideation session where volume is prioritized over initial feasibility to ensure all creative avenues are explored.
☐	6. Evaluate Against Strategic Goals: Assess each potential solution against pre-defined criteria—does it solve the problem while enhancing culture and operational efficiency?
☐	7. Select the Best Path: Prioritize solutions that offer the highest impact with the most manageable risk, ensuring they align with the broader business transformation objectives.
☐	8. Develop an Implementation Plan: Map out clear, actionable steps with assigned owners, timelines, and measurable success criteria.
☐	9. Execute and Monitor: Roll out the solution incrementally where possible. Monitor the metrics closely to verify that the change is having the intended positive effect.
☐	10. Reflect and Institutionalize: Once resolved, document the "lessons learned" to update your internal methodologies and prevent similar issues from recurring in future projects.

BTensure is your partner to implement the changes smoothly and successfully