

Worksheet for Problem Solving and  
Decision Making (CIDER)

*taken from*

LIVE AS A LEADER

Inspiration and Tools to Transform Yourself, Your Team, and Your Life

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You will find this exercise on pages 121-125 of your book:

### **Action Step: Putting Problem Solving into Practice**

CIDER as a process and framework for problem solving is just the beginning because it's simply a high-level outline of steps for solving problems. So the question now is: How can we actually put CIDER into practice? We have a tool for that.

This is a very versatile tool. It's a tool you can use on your own, when coaching another individual through a problem, and even with a group. You can also share this tool with team members to enable them to do problem-solving and decision-making on their own to develop their capabilities. On the following pages, think about a problem you're currently trying to solve in your work and develop an action plan for addressing the problem. Another option is to use the worksheet with someone else to help guide them through their own problem-solving process.

## Worksheet for Problem Solving and Decision Making

Identify and briefly describe a problem you are currently trying to solve in your work.

You will follow the CIDER process below to address your problem.

- C- Clarify** the problem
- I- Identify ideas** and possibilities
- D- Decide** on actions
- E- Execute** the plan
- R- Review** and evaluate outcomes

### **C - CLARIFY the Problem**

What's the Current State (problem statement)?

What's the Desired State (goal statement)?

### **What do we already know about the problem?**

List everything we know to completely and objectively unpack the situation.

#### Sample Questions

- What are the known facts?
- When/where did this happen?
- What have we tried?
- What happened from those attempts?
- What obstacles are in the way?
- What will happen if we don't solve it?
- Who needs to be consulted or informed?
- What don't we know about the problem that we need to know?

### **I - IDENTIFY IDEAS and Possibilities**

What are all the ideas and possible solutions/actions we might consider?  
(Brainstorm freely. Involve everyone's perspectives and ideas. Don't analyze or criticize.)

**D - DECIDE on Actions**

What are the pros and cons of the ideas and possibilities?

Who will be impacted, and how? Who needs to be informed and/or consulted as a result?

Which ideas will we try?

**E - EXECUTE the Plan**

Who will do what and by when?

Who is the final decision maker?

**R - REVIEW and Evaluate Outcomes**

What is our follow-up plan?

Can we help you with anything else on your journey?



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