

1. The first step is to identify the problem. This involves understanding the symptoms and the context in which they are occurring.

2. Next, you should gather relevant information. This could include talking to people who are affected by the problem, reviewing documents, or conducting research.

3. Once you have gathered information, you should analyze it. This involves looking for patterns, identifying causes, and determining the scope of the problem.

4. After analysis, you should develop a plan of action. This involves deciding what steps need to be taken to solve the problem and who is responsible for each step.

5. The final step is to implement the plan. This involves putting the plan into action and monitoring progress.

6. Finally, you should evaluate the results. This involves assessing whether the problem has been solved and whether the solution is sustainable.

## Open Ended



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