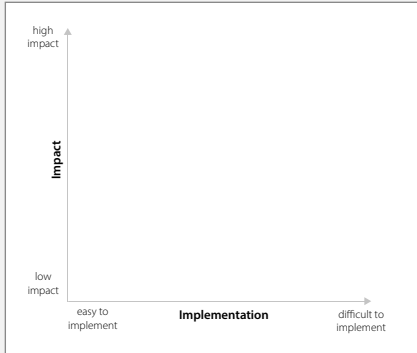


PROBLEM-SOLVING TOOL

CHOOSE THE OPTIMAL SOLUTION

1 Prioritize potential solutions (I² matrix)



2 Evaluate the options

Option	Pros*	Cons*	Best case	Worst case

* Note: First describe and then weigh the pros a pros and cons by their importance on a scale of '+' to '+++' (for pros) and '-' to '----' (for cons)

3 Preferred option

4 Take a second look

- Information check Sunk cost check 'Heart check'
- 'No regrets' check 'What if' check