

<b><u>Problem</u></b> What specifically is the problem?	<b><u>Goal</u></b> What do you want to achieve? What do you want to change?	<b><u>Rationale</u></b> Why do you want to achieve this goal? What do you stand to gain?	<b><u>Tasks</u></b> How can you achieve this goal? What specifically do you need to do?	<b><u>Possible obstacles</u></b> What possible obstacles are you likely to face?	<b><u>Possible solutions</u></b> What can you do to deal with these obstacles?