Template for Problem Solving

State the question:
What is the question asking you do?

Prepare a Plan:
(i) What data have you been given?

(ii) What is the relationship between what you know and what you need to find out?
(Write a series of steps to follow so that you can solve the problem.)

Go Do It:
Follow the steps you planned above.

Ponder the Plausibility of Your Answer:
(i) Have you answered the question that was asked?
(ii) Think of ways to check your answer: work backwards, rough calculations, etc

State Your Solution to the Problem:

For more information on the StoPGoPS approach to Problem Solving go to http://www.ausetute.com.au/stopgops.html