

♥ SAFE HAVEN CONNECT CIC · REGISTERED CIC

Mental Health & Wellbeing

Problem Solving Workbook

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Disclaimer

This workbook has been created by Safe Haven Connect CIC to provide general mental health and wellbeing information.

The activities in this workbook are designed for self-reflection and personal development. They are not a substitute for professional medical, psychological or therapeutic advice.

If you are experiencing significant mental health difficulties, please seek support from your GP or another qualified healthcare professional.

If you or someone else is at immediate risk of harm, contact your local emergency services immediately.

By using this workbook, you acknowledge that you are responsible for your own wellbeing and decisions.

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PAGE 1 – Understanding Problems

Everyone faces problems at different times in life.

Some problems are small and can be solved quickly. Others take more time and support.

Feeling overwhelmed by a problem is completely understandable, but breaking it into smaller, manageable steps can often make it feel less daunting.

Remember, every problem has a starting point.

♥ Right now, I'm dealing with...

☐ Work or education

☐ Money

☐ Relationships

☐ Family

☐ Health

☐ Housing

☐ Confidence

☐ Stress

☐ Mental wellbeing

☐ Other:

♥ Describe the problem

♥ How is this affecting me?

☐ My mood

☐ My sleep

☐ My confidence

☐ My relationships

☐ My motivation

☐ My physical health

☐ My daily routine

☐ Other:

♥ Remember

You don't have to solve everything today.

The first step is simply understanding the problem.

Once you understand it, you can begin to work through it one small step at a time.

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PAGE 2 – Breaking the Problem Down

Big problems can often feel overwhelming.

Breaking a problem into smaller parts can make it feel more manageable and help you decide where to begin.

Remember, you don't have to solve everything at once.

♥ My Problem

♥ What parts of this problem can I control?

♥ What parts are outside my control?

My First Small Step

- ☐ Make a plan.
- ☐ Ask for advice.
- ☐ Gather information.
- ☐ Talk to someone I trust.
- ☐ Take one small action today.
- ☐ Other:

One thing I can do within the next 24 hours

Remember

Every large problem becomes easier to manage when it's broken into smaller, achievable steps.

You don't have to know every answer today.

Focus on the next step—not the whole staircase.

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PAGE 3 – Exploring Possible Solutions

Once you understand your problem, the next step is to think about possible solutions.

Don't worry about finding the perfect answer straight away. Writing down different ideas can help you see new possibilities.

Remember, there is often more than one way to approach a problem.

♥ Possible solutions I could try

Solution 1

Solution 2

Solution 3

Solution 4

♥ What are the advantages of each solution?

♥ What challenges might I face?

♥ Which solution feels like the best place to start?

♥ Remember

You don't have to find a perfect solution.

Sometimes taking one positive step teaches you what to do next.

Every problem you work through helps build confidence, resilience and problem-solving skills.

Progress begins when you decide to take the first step.

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PAGE 4 – Making a Decision

Sometimes the hardest part of solving a problem is deciding what to do first.

There may not always be a perfect solution, but making a thoughtful decision can help you move forward.

Remember, you can always review your decision and make changes if needed.

 The solution I have chosen

 Why have I chosen this option?

♥ What could help me succeed?

- ☐ Make a clear plan.
- ☐ Ask someone for support.
- ☐ Take one step at a time.
- ☐ Learn more about the situation.
- ☐ Stay patient.
- ☐ Believe in myself.
- ☐ Other:

♥ What obstacles might I face?

♥ How will I overcome those obstacles?

♥ Remember

No decision is guaranteed to be perfect.

The important thing is that you're taking positive action instead of staying stuck.

Every decision teaches you something and helps you grow.

Moving forward, even with small steps, is often better than standing still.

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PAGE 5 – Taking Action

A plan only becomes useful when you begin to put it into action.

You don't need to solve your problem all at once. Taking one small step can create momentum and help you feel more in control.

Remember, progress is made through action, not perfection.

♥ My Goal

♥ The first three steps I will take

Step 1

Step 2

Step 3

♥ When will I start?

Date: ____ / ____ / ____

Time: _____

♥ What could help me stay motivated?

- ☐ Celebrate small successes.
- ☐ Ask someone to encourage me.
- ☐ Track my progress.
- ☐ Focus on one step at a time.
- ☐ Remind myself why this matters.
- ☐ Be patient with myself.
- ☐ Other:

♥ How will I know I'm making progress?

♥ Remember

Every solution begins with a single action.

Even if progress feels slow, every small step moves you closer to solving your problem.

Action creates progress, and progress builds confidence.

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PAGE 6 – Reviewing Your Progress

Every step you take is progress, even if it doesn't always feel that way.

Looking back at what you've achieved can help you recognise your strengths, learn from challenges and stay motivated.

Remember, solving problems is a journey, not a race.

♥ What have I achieved so far?

♥ What has gone well?

☐ I took my first step.

☐ I asked for support.

☐ I stayed committed.

☐ I learned something new.

☐ I solved part of the problem.

☐ I feel more confident.

☐ Other:

♥ What challenges have I faced?

♥ What have I learned from this experience?

♥ One thing I will continue doing

♥ Remember

Progress isn't always measured by how quickly you solve a problem.

Sometimes the greatest progress comes from learning, adapting and refusing to give up.

Every challenge you face helps build confidence, resilience and problem-solving skills for the future.

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PAGE 7 – Learning From Challenges

Not every solution works exactly as planned, and that's okay.

Every challenge gives you an opportunity to learn, adapt and discover new ways to move forward.

Remember, setbacks are part of learning—they don't mean you've failed.

♥ Think about a challenge you've faced.

What happened?

♥ What did I learn from this experience?

♥ If I faced this situation again, I would...

- ☐ Take more time to plan.
- ☐ Ask for support sooner.
- ☐ Stay calm.
- ☐ Break the problem into smaller steps.
- ☐ Believe in myself.
- ☐ Keep trying.
- ☐ Other:

♥ What strengths did I use?

- ☐ Patience
- ☐ Determination
- ☐ Courage
- ☐ Problem-solving
- ☐ Kindness
- ☐ Adaptability
- ☐ Resilience
- ☐ Other:

♥ One thing I'm proud of

Remember

Every challenge you overcome helps prepare you for future challenges.

You don't have to solve every problem perfectly—you just have to keep learning and moving forward.

Every experience is an opportunity to grow stronger, wiser and more confident.

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PAGE 8 – Asking for Support

You don't have to solve every problem on your own.

Asking for support is a positive step and can help you see new ideas, reduce stress and feel less alone.

Remember, everyone needs help sometimes.

 When I'm struggling, I usually...

☐ Ask someone for advice.

☐ Try to solve everything myself.

☐ Keep my worries to myself.

☐ Search for information.

☐ Talk to family or friends.

☐ Speak to a professional.

☐ Other:

 People who can support me

1.

2.

3.

4.

 One way someone could help me

♥ How will I ask for support?

- ☐ Make a phone call.
- ☐ Send a message.
- ☐ Arrange to meet someone.
- ☐ Speak to someone in person.
- ☐ Write down what I want to say first.
- ☐ Other:

♥ Remember

Seeking support isn't a sign that you've failed.

It's a sign that you're taking positive action to look after yourself and find solutions.

You don't have to carry every problem alone—support is a strength, not a weakness.

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PAGE 9 – My Problem Solving Plan

Every problem is different, but having a plan can help you feel more confident and prepared.

Use this page to bring together everything you've learned throughout this workbook.

Remember, you don't have to have all the answers today—you just need a place to start.

My Current Priority

My First Three Actions

1.

2.

3.

People Who Can Support Me

1.

2.

3.

My Personal Reminder

When I feel overwhelmed, I want to remember...

Remember

Every problem can be approached one step at a time.

You don't need to solve everything today.

By staying patient, asking for support when needed and continuing to take small positive actions, you are building confidence and resilience.

Every step forward is progress, no matter how small it may seem.

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PAGE 10 – My Problem Solving Action Plan

Congratulations on completing this workbook.

Problems are a natural part of life, but they don't have to stop you moving forward.

By understanding the problem, exploring your options, taking small steps and asking for support when needed, you can develop the confidence to face future challenges.

Use this page to create your personal action plan.

 Three Things I Will Focus On

1.

2.

3.

 When I Face a Problem, I Will...

☐ Stay calm.

☐ Break the problem into smaller steps.

☐ Focus on what I can control.

☐ Ask for support if I need it.

☐ Look for possible solutions.

☐ Learn from setbacks.

☐ Keep moving forward.

☐ Celebrate my progress.

My Personal Reminder

When a problem feels overwhelming, I want to remember...

My Problem Solving Promise

"I will face challenges one step at a time. I understand that I don't have to solve everything immediately, and I will be patient with myself as I work towards solutions. I will keep learning, keep growing and keep moving forward."

Signature: _____

Date: ____ / ____ / ____

Final Thoughts

Every problem you solve builds confidence, resilience and experience.

Remember that it's okay to ask for help, take breaks and change your plan if needed.

Progress isn't about having all the answers—it's about continuing to take positive steps, even when the path feels uncertain.

Thank you for using this workbook.

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 Supporting your mental health and wellbeing, one solution at a time.