S.E.C.R.E.T. Tool: My Problem-Solving Plan

A practical worksheet to help me understand a problem, explore my options and make a realistic recovery-focused plan.

Understand the problem and build options

1 DEFINE THE PROBLEM

What exactly am I trying to work out, change, decide or solve?

2 UNDERSTAND WHAT IS MAKING IT DIFFICULT

What thoughts, feelings, needs, fears, pressures, habits or practical barriers may be affecting this?

What may be underneath the problem - and what do I need to understand before I choose what to do?

3 MY OPTIONS

What different choices or solutions could I try? I do not have to choose yet - this is the space to generate possibilities.

Option 1

Option 2

Option 3

This worksheet is for reflection and recovery support. It is not a replacement for professional, medical, mental health, or emergency support.

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Review the options and make a plan

4 CHECK MY OPTIONS

For each option, what could help, what could create difficulty or risk, and what support might I need?

	What could help?	Possible difficulty or risk	Support I may need
Option 1			
Option 2			
Option 3			

5 MY MOST REALISTIC CHOICE

Which option feels safest and most workable for me right now - and why am I choosing it?

6 MY ACTION PLAN

My first step
What is the first small action I will take?

When I will do it
When can I realistically start?

Support I can use
Who or what could help me follow through?

How I will review it
How will I know whether it helped or what I need to adjust?

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