

The Lost Keys: Problem-Solver's Cheat Sheet

A clear and concise reference to help you solve smarter, not harder.

1. Admit There's a Problem	Pause. Don't brute-force or hope it disappears. Recognize the problem clearly.
2. Define the Problem	What exactly isn't working? Gather facts and avoid vague statements like 'it's broken.'
3. Break It Down	Chunk it! Small problems are easier to solve. Take one step at a time.
4. Challenge Assumptions	What are you assuming without proof? Test your blind spots early.
5. The Five Whys	Ask 'Why?' up to 5 times to uncover root causes, not just symptoms.
6. Test & Adjust	Try one small test. Learn from what fails. Adjust and try again.
7. Think in Systems	Zoom out. What other parts of the system are affected? Avoid ripple-effect mistakes.

Keep this sheet nearby to navigate challenges with clarity and confidence.

From the authors of **The Lost Keys: Unlocking the Art of Problem-Solving**