# OPTIMISING PROBLEM SOLVING (OPS)
## when in doubt, return to the centre



*Gather information, data and knowledge*

**Find + Reflect**

*Consider alternative solutions, determine if relevant to work. Be unbiased in your approach*

**Generate + Evaluate**

*Effectively convey your proposals/ opinions/options/actions/results/ recommendations etc. to others*

**Communicate + Apply**

**Problem Definition + Specification**

*Critically analyse your arguments and evidence Create your own ideas, interpretations; conclusions*

**Analyse + Synthesise**

**Organise + Manage**

*Decide what information and which sources to use, plan the presentation of your work Organise your work into graphs, tables, themes etc.*