

# Download File PDF The Managers Handbook 104 Solutions To Your Everyday Workplace Problems

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**Problem Solving**  
In the Workplace

Problems at work come in all shapes and sizes. They can be big tasks requiring a team effort, or simple day-to-day administrative tasks.

Focus on solving the urgent problems at work, take a solutions-based approach towards problems rather than focusing on all of the problems your organization is facing.

Coming up with solutions at work can help you build a reputation as problem solver.

**They Avoid Being Perfectionists**  
Problem-solvers don't focus on being perfect, they focus on finding the right solutions to move forward with.

**They are willing to move out of their comfort zone.**  
Effective employees are always looking to adapt and learn to improve at their role. They embrace the challenge of problem solving.

**They can differentiate between when a simple or complex solution is needed.**  
They know when to save time by using a simple solution, and when to work hard to solve complex issues.

**They are always sure to fully understand the problem before trying to solve it.**  
The best employees make sure they fully understand exactly what the problem is that they are currently working on.

**They seek to prevent problems rather than intervene on them.**  
Good problem-solvers tend to face less conflict and drama due to careful planning. They know when to ask for advice or seek support.

**They keep their options open when it comes to finding solutions.**  
Effective employees will always have a backup plan. They are always looking for new ways to solving a problem.

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