

1. The first step is to identify the problem or question that needs to be answered. This involves understanding the context and the specific requirements of the task.

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1. **Identify the problem:** What is the issue or challenge you are facing?
 2. **Define the goal:** What do you want to achieve?
 3. **Brainstorm solutions:** List all possible ways to solve the problem.
 4. **Evaluate options:** Weigh the pros and cons of each solution.
 5. **Choose a solution:** Select the best option based on your evaluation.
 6. **Implement the solution:** Put your chosen solution into action.
 7. **Monitor progress:** Track your progress and make adjustments as needed.
 8. **Reflect on the outcome:** Evaluate the results and learn from the experience.