**Problem Solving Steps**

1. Read the problem two times.
2. Underline the question.
3. Bracket the information you need to solve the problem.
4. Make a plan.

Use one or more of the following strategies.

1. Write a number sentence
2. Draw a picture or diagram
3. Act it out or make a model
4. Make an organized list
5. Make a table
6. Look for a pattern
7. Use logical reasoning
8. Substitute simpler numbers
9. Work backward
10. Guess, check, and revise
11. Find the answer
12. Check to make sure your answer is reasonable
13. Explain your answer