

Identifying your work-related problems



When starting a new job, it is important to be prepared and have a great attitude.

In the space provided below, list the issues and problems that you may have at your new job. Also think of tasks you need to do before starting the job, such as arranging transportation. For each issue or problem, list a solution. For each task, list the steps you need to take to complete the task. For example, an issue could be that you do not have child care. A solution could be to look into nearby child care facilities and ask friends and family members if they can watch your children on certain days. Try to be specific when listing your solutions or steps so that it is clear what you need to do.

Problem, issue, or task	Solution or steps to take

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