

Read the problem	Monitor how it is going	Check for counter-evidence
Discuss the problem	Present your solution	Change tack if necessary
Understand the problem	Check your solution	Check accuracy
Decide what needs doing	Check for any false assumptions	Ask 'Am I / Are we convinced?'
Ask 'Have I seen something like this before?'	Pick out the key information	Identify possible strategies
Decide what order to do things in	Look for evidence	Break the problem into sub-components