

# ESP Form

**You can use this form and thought process whenever you face a difficult problem or important decision. The more you use it, the better you'll get at thinking through the problem-solving and decision-making process.**

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## **Step One: Evaluate**

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Think about a challenging situation you are currently facing. What is the problem? What is going on that you feel upset about or that you aren't sure how to handle? It could be a problem you need to solve or a decision you need to make. What is your role in this situation?

How do you feel? What is your body telling you? Try to label each feeling as accurately as you can. And remember, it's common to have multiple feelings at once. The better you can identify each individual emotion, the better you'll be able to deal with *all* the emotions you're feeling.

How do you think others are feeling about this situation? (If you are having trouble with this, think about how you would feel if you were in these people's places.)

- Friends:
  
  
  
  
  
  
  
  
  
  
- Parents:
  
  
  
  
  
  
  
  
  
  
- Teachers:
  
  
  
  
  
  
  
  
  
  
- Others (name them and their feelings):



What thoughts do you have about the situation?

- Positive thoughts:

- Negative or exaggerated thoughts:

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**Step Two: Select**

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What do you want the outcome of this situation or the solution to this problem to be? What are your goals?

What do others want in this situation?

What do others want *for* you?



What have you tried in the past to deal with similar situations or problems, and what happened as a result?

- What I tried:

- What happened:

What have others suggested you do about this situation? What might happen if you followed this advice?

- What others have suggested:

- What might happen:

What other ideas can you think of to try, and what might happen as a result?

- What I could try:



- What might happen:

Look at all of these experiences and ideas together and think about what you've learned and what outcomes or possibilities you've considered. Now, what do you really want to do? What is your plan?

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**Step Three: Proceed**

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What is your plan?

Who is involved in your plan?

What do you need for your plan to succeed?



When will you carry out your plan?

Where will you carry out your plan?

How will you put your plan into action?

What might happen that could prevent you from doing what you plan to do?

How could you address this obstacle (or obstacles)?



What skills might you need to carry out your plan successfully? Which of your strengths will help you succeed with your plan? What challenges or weaknesses do you want or need to work on before putting your plan in motion?

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**Follow-Up**

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After you carried out your plan, what happened?

Do you need to do anything else to wrap up your plan, or are there any changes you need to make for future plans? If so, what?

How do you feel about the situation now? What did you learn for the future to make your ESP skills stronger?