

POSSIBLE MUE* SOLUTIONS TO THE PROBLEM

Based on the fourteen (14) possible solutions for any problems that are given below in the table tool "**POSSIBLE MUE PROBLEM SOLUTIONS**":

1. Choose the optimal problem solution for the identified problem: Column 2. (yellow background) – "PROBLEM SOLUTION",
2. Determine the necessary activities with deadlines and executors who will eliminate the identified problem: Column 4. (green background) - "ACTION (required activities. deadlines, executors)",
3. Transfer to the planner the necessary activities with appropriate deadlines and executors determined in point 2 to eliminate the problem.

Note: The content is only partially displayed here!

1	2	3	4	5	6
NO	PROBLEM SOLUTION	PROBLEM DESCRIPTION	PROCEDURE (necessary activities, deadlines, executors)	INFO	NOTES
1	Creating the procedure	?	?		To determine whether the procedure is valid and complete, use the STREET CONTROLLER.
2	Creation of the management product	Plan, task, decision, competence acquisition, report, improvement	?	Management products enable effective management of technological competencies to achieve the planned goal optimally.	Separation of management competencies from technological competencies is a basic assumption for success.
3	Determine DNW	1. Not defined: DNW = Daily Norm of Work is not defined WNW = Weekly Norm of Work is not defined MNW = Monthly Norm of Work is not defined 2. Not working enough (increase engagement time) 3. Working too much (reduce engagement time)	<ul style="list-style-type: none"> ● Determine the initial DNW ● Not enough is being done (increase engagement time) ● Too much work (reduce engagement time) 	Determine the DNW for the defined topic (number of working hours).	The DNW can be increased/decreased according to interests and needs - but only if planned/defined in advance. Unexecuted DNW is a problem and must be compensated!
4	Make a workflow	?	?	?	?
5	Make a list	?	?	?	?
6	Acquiring missing competencies	?	?	?	?
7	Application of tools (action templates)	?	<ul style="list-style-type: none"> ● Use existing tools ● Create a new tool ● Request the appropriate tool from the MUE author/trainer 	?	A predefined action template is called a tool. A tool is the smallest number of necessary activities to achieve the goals optimally. Each tool has its specific field of action.
8	Allocation of missing resources	?		Hard resources: Finances, material and human	Solving problems in the MUE way is with the dominant use of soft

				Soft resources: Time, knowledge and meetings	resources. Spending of soft resources generates hard resources.
9	Application of principle	Lack of principle	Introduce the corresponding principle	?	The principle is mandatory behaviour without exceptions for named participants.
10	Delegate	?	?	?	Delegation is a priority activity if you want to progress. The people to whom you delegate also get ahead.
11	Outsourcing	?	?	?	?
12	Ask others	?	?	?	?
13	Application of the MUE module	?	?	?	?
14	Ask the MUE author/trainer	The problem is not if we don't know how to solve it, the problem is not asking the one who knows.	Ask the MUE author/trainer for a solution to the problem. The MUE author/trainer knows how to solve every problem optimally (with the least expenditure of resources).	?	The MUI author/trainer will answer the query. You have no right to complain that you can't solve a problem if you haven't asked the MUI author for a solution!

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* All content in the book „BECOME AN EXPERT IN PROBLEM-SOLVING“ is the application of the **Model of Universal Excellence – MUE** © 2007 Milan Grkovic.
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