The eight steps to complete problem solving:

1) **Read and Paraphrase the full question**
   a) Include the facts given and those implied
   b) Include that being asked

2) **Draw and label a picture**
   a) Make sure it describes the system stated in the question
   b) Include vectors
   a) Indicate positive sense of motion

3) **Determine the knowns and unknowns**
   a) Use the picture and the question
   b) Provide a table in variable format
   c) It is *not* necessary to include numbers here

4) **Examine the units used in the problem**
   a) Decide unit system of final answer
   b) Convert knowns to the prescribed units of answer (cgs, SI, mks, english)

5) **Determine the Equation/s**
   a) Dictated by knowns, unknowns and the system being solved
   b) List the equations selected

6) **Solve the Equations**
   a) algebraically
   b) substitute
   c) calculate

7) **Check the answer**
   a) Does it make sense?
   b) Does it answer the problem?
   c) Does it have the proper units?

8) **Report Answer**
   a) Include the Variable.
   b) Include the number with significant figures
   c) Include the proper units of measure
   d) Present this answer in a box.