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1. The first step in the process of identifying a problem is to define the problem clearly. This involves identifying the symptoms and the underlying causes of the problem. Once the problem is defined, the next step is to gather information about the problem. This can be done through research, interviews, and observation. The information gathered should be used to identify the root cause of the problem and to develop a plan of action to address the problem.

2. The second step in the process of identifying a problem is to analyze the information gathered. This involves identifying the key factors that are contributing to the problem and determining the relationships between these factors. This can be done through a process of critical thinking and analysis. Once the key factors have been identified, the next step is to develop a plan of action to address the problem. This plan should be based on the information gathered and the analysis of the key factors.

3. The third step in the process of identifying a problem is to implement the plan of action. This involves putting the plan into practice and monitoring the results. This can be done through a process of implementation and evaluation. Once the plan has been implemented, the next step is to evaluate the results and determine whether the problem has been resolved.

Step	Description
1	Define the problem
2	Analyze the information
3	Implement the plan of action



4. The fourth step in the process of identifying a problem is to evaluate the results. This involves comparing the results of the implementation of the plan of action to the original problem. This can be done through a process of evaluation and reflection. Once the results have been evaluated, the next step is to determine whether the problem has been resolved and to identify any lessons learned from the process.

Step	Description
4	Evaluate the results

Table 1: Summary of Data				
Year	Q1	Q2	Q3	Q4
2010	10	20	30	40
2011	15	25	35	45
2012	20	30	40	50
2013	25	35	45	55
2014	30	40	50	60
2015	35	45	55	65
2016	40	50	60	70
2017	45	55	65	75
2018	50	60	70	80
2019	55	65	75	85
2020	60	70	80	90





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