



1. **Identify the unknowns in the problem.** (What are you trying to find out?)
 2. **Write down what you know.** (List the given information.)
 3. **Choose a strategy.** (Decide how to solve the problem.)
 4. **Work on the problem.** (Use your strategy to solve the problem.)
 5. **Check your answer.** (Make sure your answer makes sense.)

Presented by James Sousa
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$$(x - a)^2 + (y - b)^2 + (z - c)^2 = r^2$$