INFORMATION MANAGEMENT PROCESS

1. Clarify the Information Needed
   What do I need to know?
   *Use prior knowledge to define the need for information.*
   What do I need to do?
   *Formulate search question.*
   *Broaden or narrow search.*
   Create a search plan.

2. Access & Retrieve Resources
   Where should I look for information?
   *Information may be arranged alphabetically, numerically, chronologically, and topically.*
   What are some keywords I can use?
   *Keywords may be used when searching:*
   Library catalogs  Online databases and the Internet
   Magazine/newspaper article titles  Bold print in subheadings or paragraphs

3. Evaluate Resources
   Does this resource have the information I need?
   *Have I used the table of contents, index, and/or guide words?*
   Is the information current?
   Is it accurate?
   Can I read and understand the information found?
   Do I need to look elsewhere?

4. Analyze Information
   Have I used a variety of reading strategies to gather information:
   *Read boldface headings  Read captions*
   *Interpret symbols and keys  Skim paragraphs*
   *Read for main idea and details*
   Have I recorded the information I need?
   *Record important words/phrases  Summarize ideas*
   *Paraphrase information  Use quotation marks if using author’s words*
   Have I organized my notes? Do they make sense?
   Have I found all the information I need? Do I need to access more resources?

5. Synthesize Information
   What have I learned?
   How should I demonstrate what I have learned?
   Have I completed all requirements for the assignment?