



**How can you
choose which
information you
will need?**



**Managing
Information**

1. What do you need to find information about?
2. Now break it down - what are the smaller parts that you need to find information about?
3. Where will you find each part?
4. When you find it, how will you record it?
5. Should you write it all down?
Take short notes? Photocopy it?
Print it out? Save it?
6. How will you put all the information together to show it at the end?

