# THE INFORMATION PROCESS SUMMARY:

## 1. DEFINING:
- What do I really want to find out?
- What is my purpose?
- Why do I need to find this out?
- What are the key words and ideas for the task?
- What do I need to do?

## 2. LOCATING:
- Where can I find the information I need?
- What do I already know?
- What do I still need to find out?
- What sources and equipment can I use?

## 3. SELECTING:
- What information do I really need to use?
- What information can I leave out?
- How relevant is the information I have found?
- How credible is the information I have found?
- How will I record the information I have found?

## 4. ORGANISING:
- How can I best use this information?
- Have I enough information for my own purposes?
- How relevant is the information I have found?
- How credible is the information I have found?
- How will I record the information I need?

## 5. PRESENTING:
- How can I present this information?
- What will I do with this information?
- With whom will I share this information?
- How did I go – presenting the information?
- Where do I go from here?