



**What do you know?  
What do you  
want to know?  
What have you  
learned?**

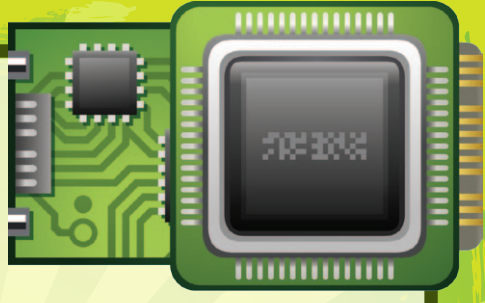


**Managing  
Information**

**K**  
Know

**W**  
Want to know

**L**  
Learned



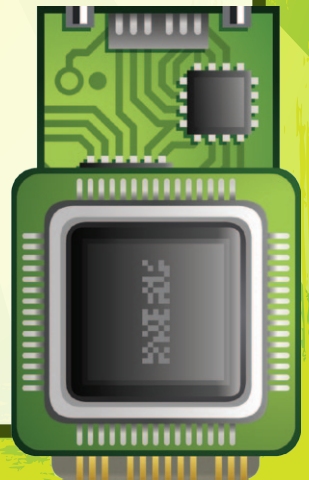


# Being clear about what you have to do



## Managing Information

1. Think about what you've been asked to do.
2. Have you done anything before that is similar to this?
3. Can you explain the task to someone else? Would this help make it clearer for you?
4. Can you make a plan to help you?
5. If you need to, make some notes or drawings first to help you think clearly.



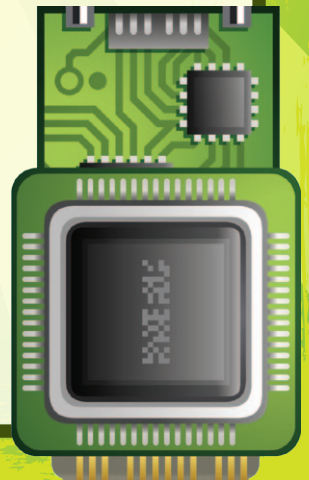


# Asking questions to find the best answers



## Managing Information

1. What questions do you have about the task? Make a list.
2. Which of these questions would give you the best answer, full of good information?
3. Is this a good starting place?
4. What other information might you still need?
5. Where can you go to get this information?
6. How will you record the information once you find it?





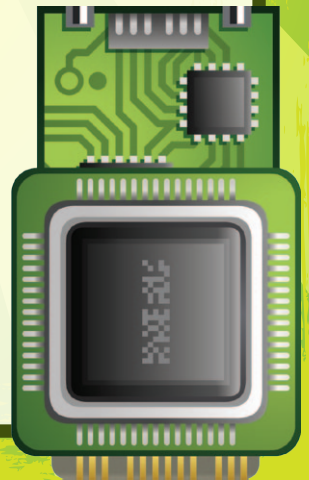


**'I'm not sure  
which pieces of  
information to use'**



**Managing  
Information**

1. What exactly is it that you need to find information about?
2. How many different pieces of information do you have?
3. Are there any that are very similar? Only keep the very best ones.
4. Where did you get the information from?
5. Are you sure that those sources are all reliable? Only keep the information you are sure about.





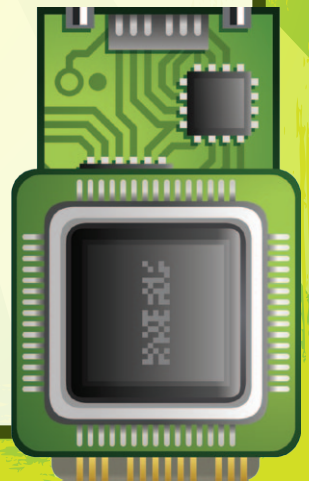


# Evaluating the information you used



**Managing  
Information**

1. What questions did you start with?
2. Has the information you used answered the questions you started with?
3. Did you use more than one way of finding information?
4. What was the best way to find information? Why?
5. Were you sure that the information was reliable?



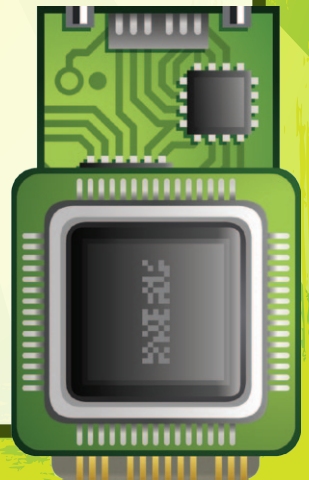


# Getting organised and making a plan



## Managing Information

1. What is the very first thing you need to do?
2. Break the task into small steps.
3. What things could cause problems?
4. What will you do about these problems?
5. Remember that you can change parts of your plan if they don't work.
6. Try to make it clear in your plan how your ideas join up.



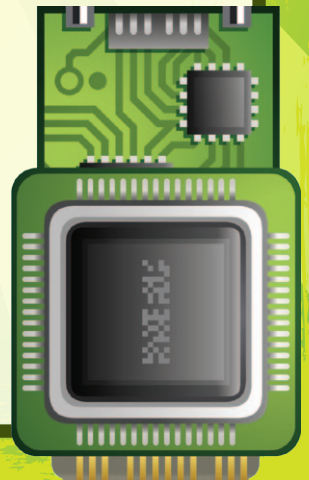


# **Finding information**



## **Managing Information**

1. What information do you need to gather?
2. What is the easiest way to find the information that you need?
3. What other options do you have to find this information?
4. What key words could you look up on the Internet or in the indexes of books?
5. How will you know that the information you find is good?





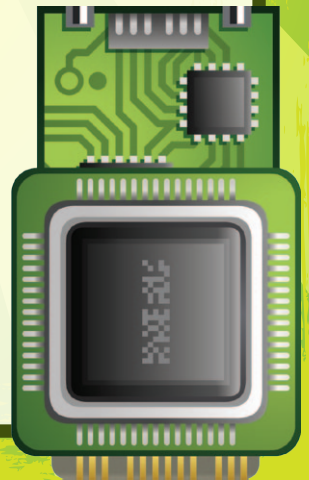


**How can you  
choose which  
information you  
will need?**



**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?



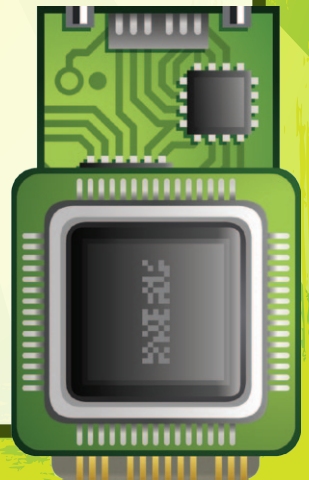


# Presenting your information to others



## Managing Information

1. Think about what the success criteria would be for good presenting.
2. Are you going to present all the information or choose certain bits?
3. Would the information be more interesting to look at, read or listen to?
4. Think about who you need to present the information to.
5. What would be the easiest way for them to understand the information?





**Did you ask the  
right questions?**



**Managing  
Information**



1. When you were finding out about the task, and doing it, what questions did you ask?
2. Make a list of all the question beginnings that you used.
3. Can you see any trends? Which ones do you use most often?
4. Do the questions that you use get you the best information?
5. Could you ask different types of questions that would get you more exact information?
6. Make a list of question beginnings that you could use next time.

