

Research Organization Worksheet

Principle: “I don’t have enough time in my busy life to have trouble finding a note, a piece of paper, an email, a computer file, an idea or to spend time recovering them when they are lost.”

1. Add items into the table below during the class.
2. Before the end of class 3, mark 5 new things with a * that you plan to implement in the next 5 weeks.
3. Please submit this sheet when your research organization is reviewed mid-semester and during office hour conferences.

	Organization	
	of materials on paper	of computer files & records
<p>Things that I do that are good (+) or that I avoid as inefficient (-)</p>		
<p>Suggestions of others about good (+) and inefficient (-) practices</p>		