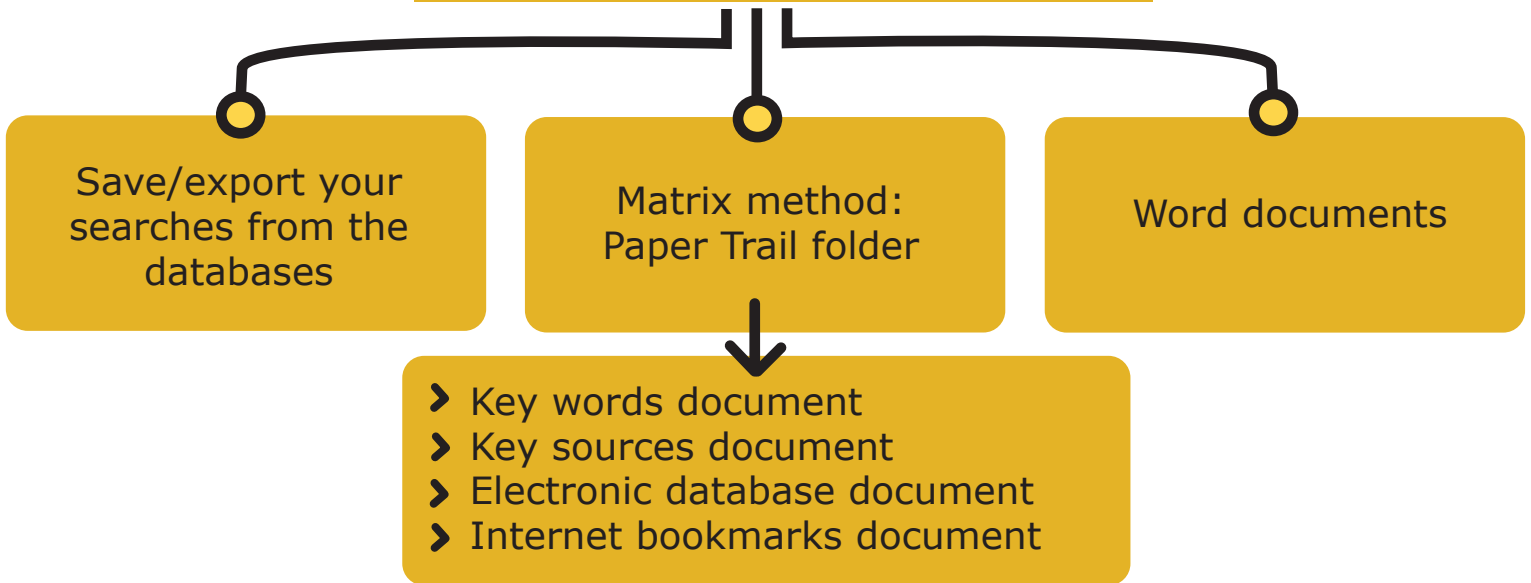
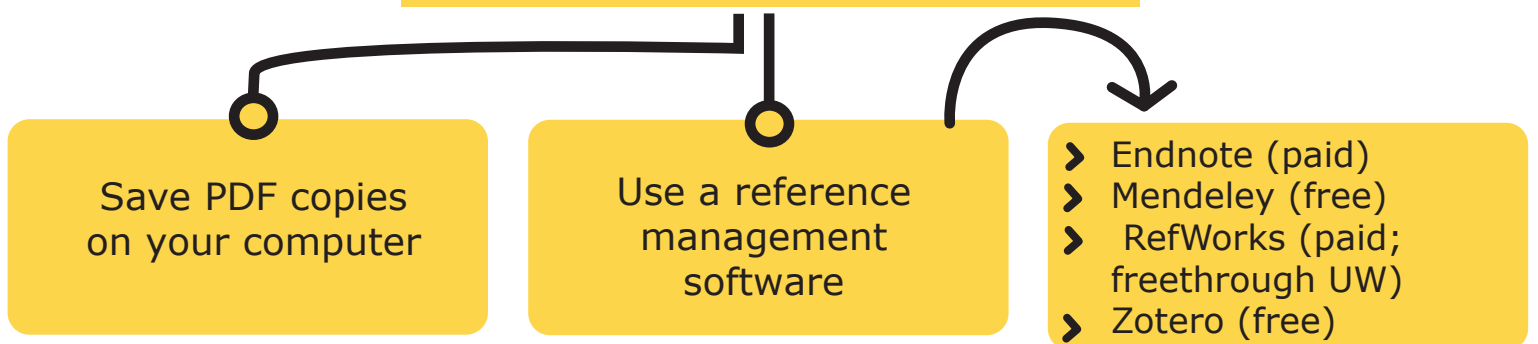


# STRATEGIES FOR ORGANIZING YOUR INFORMATION

## 1 Track your search



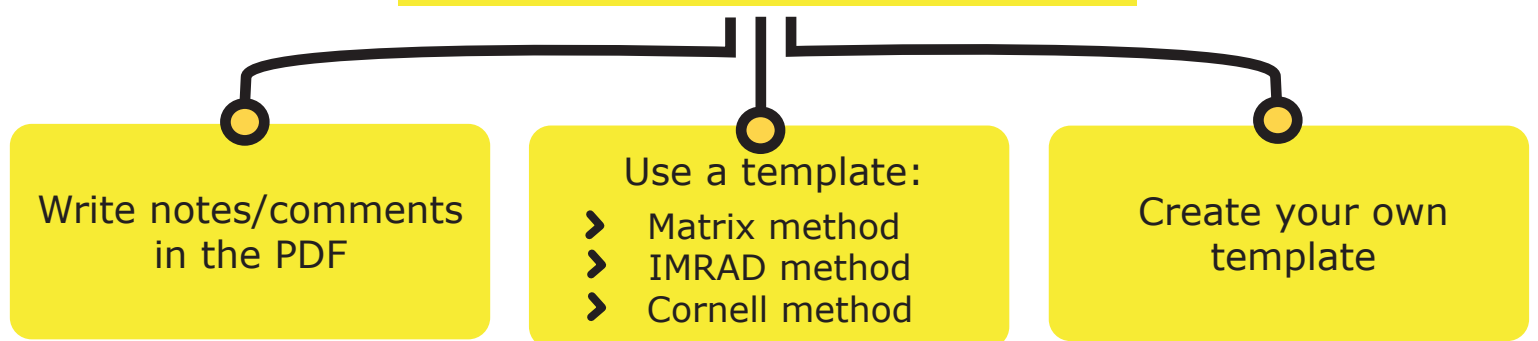
## 2 Store your files



### Tips

1. Use an organizational system for all your files: chronological, thematic, alphabetical
2. Use the same naming system for all your files (e.g., YEAR\_AUTHOR\_TITLE)

## 3 Take Notes



## 4 Synthesize your notes to identify themes

