WORKSHEET

Organize Your Research

Start with a clear question, track your sources, and separate facts from interpretation.

1. Define the question

Write one question you want to answer. Note the decision it will support, what is outside scope, and when you need the answer. A narrow question is easier to investigate than a broad topic.

2. Record each source

Save the title, author or organization, link, publication date when available, and the date you accessed it. Prefer original material for claims about a product, study, policy, or event.

3. Separate three kinds of notes

Confirmed evidence: what the source actually supports. Interpretation: your explanation of that evidence. Open question: something you still need to check. Do not turn a plausible interpretation into a confirmed fact.

4. Check freshness and agreement

Ask whether the information could have changed. Compare important claims with another relevant source where possible. Record disagreements and limitations instead of quietly choosing the most convenient answer.

5. Write a short conclusion

Answer the original question in a few sentences. Include supporting sources, important uncertainty, and one next step. If the evidence is insufficient, say what is missing.

6. Review AI assistance

If an AI tool helps summarize your notes, check its claims against the material you provided. Open and verify suggested links before citing them. Keep sensitive or confidential material out of tools unless its use is approved.

WORKING NOTES

Make it your own

Use this space to apply the guide to one task. Keep notes simple and avoid sensitive information.

Question:

Decision this supports:

Scope and deadline:

Source title and organization:

Source link:

Published / accessed dates:

Supported finding:

My interpretation:

Uncertainty or disagreement:

Conclusion:

Next step: