
Managing Research

Research is a demanding process that requires a great amount of time and concentration. Do not overwhelm yourself by trying to do too much research too quickly. Consider these tips:

- Manage your time well. Do not put your research off until the last minute, but also do not hurry to get it done right away. Do a few minutes of research every day, and allow yourself some time to get to know your sources.
- Engage with your sources. Read your sources carefully. Hold a writing utensil as you read. Underline interesting sentences or phrases, circle interesting terms, and write notes to yourself in the margins. If time allows, reread your sources.
- Keep track of your sources. Keep them separate by writing a brief (one or two sentence) summary of each one. If time allows, consider creating an annotated bibliography, in which you cite each source and write a brief paragraph about the source and its author.
- Get creative with your research. Remember that research does not have to take place in the library or on the Internet. Think about other places you could gather information, such as interviews, polls, surveys, questionnaires, videos, and images.
- Use your sources to find other sources. Consult the list of references on your sources, and consider using some of those for your research.