

Corporate Watch

MODULE 1:

GETTING CLEAR

WHY GET CLEAR?

- ▶ Avoiding wormholes
- ▶ Saving time
- ▶ Efficient use of energy
- ▶ More effective research
- ▶ Preventing burnout



SETTING RESEARCH GOALS

- ▶ Make a list of what you want to find out
- ▶ Choose what is most important from this list if time is limited
- ▶ Structure your research to prevent overwhelm
- ▶ Find out what has been done already before you start

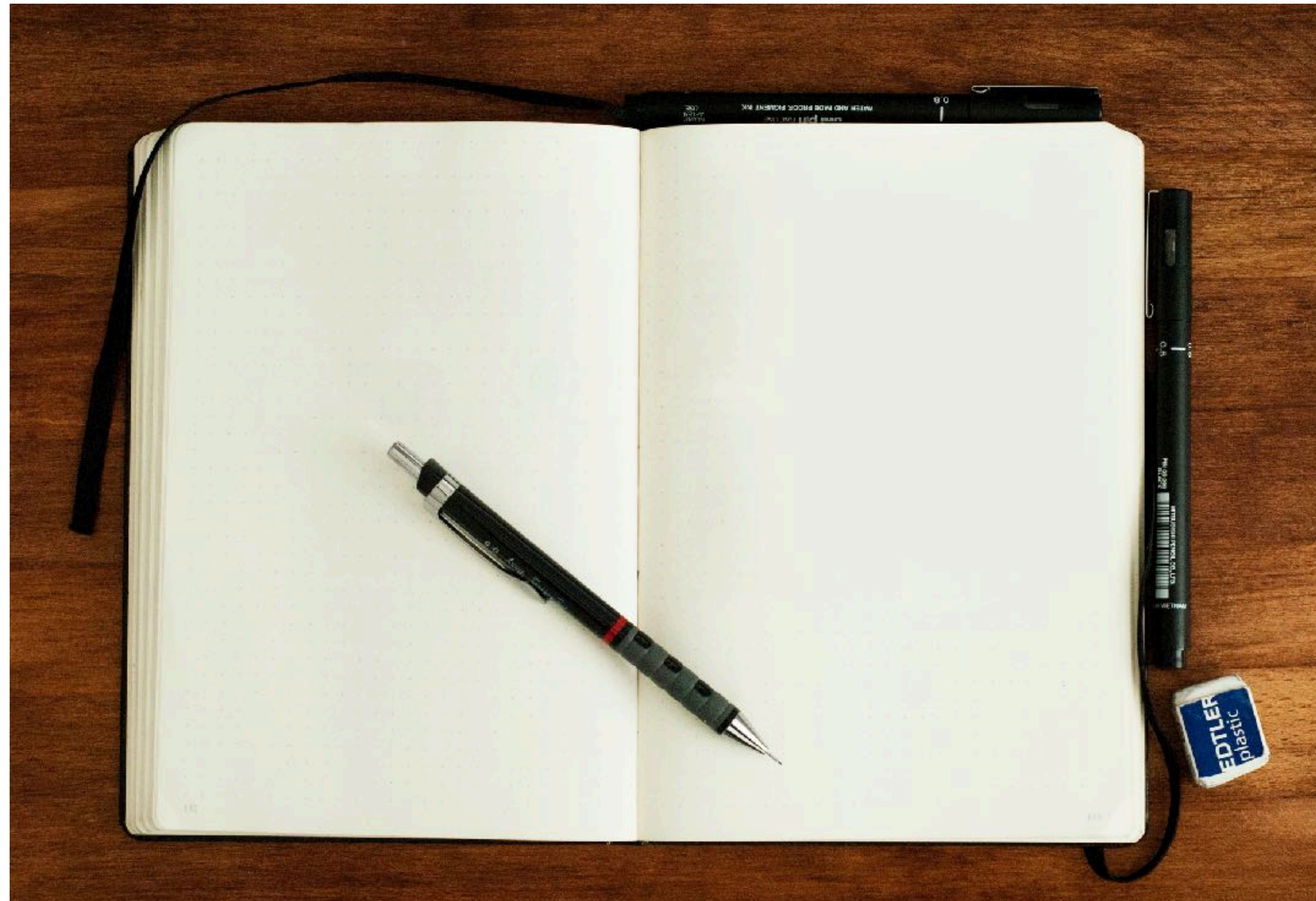
MANAGING INFORMATION

- ▶ Keep hyperlinks
- ▶ Keep a record of sources
- ▶ Keep a record of useful things you find

SYSTEMS FOR MANAGING INFORMATION

- ▶ Create a new folder on your computer for your research - always add your downloads as you go
- ▶ Use online tools e.g. Crabgrass - we.riseup.net
- ▶ Create a single document that you copy and paste into
- ▶ Have a system for managing website bookmarks e.g. Zotero
- ▶ Use referencing software e.g. citethisforme.com

KEEP IN SIMPLE



TOP TIPS

- ▶ Design your own templates and checklists to follow
- ▶ Use post it notes and stick them on your computer to remind you what you are meant to be researching
- ▶ Set an alarm on your phone
- ▶ Have an accountability partner or share research tasks in a group
- ▶ Use a whiteboard or make a mind map

MAKING RESEARCH AUTOMATIC

- ▶ Set up Google alerts (make the info come to you)
- ▶ Join newsletters
- ▶ Sign up for alerts for planning applications etc.
- ▶ Subscribe to magazines



EVALUATING SOURCES

- ▶ Do you trust this source?
- ▶ Who are they talking to?
- ▶ What is their agenda?
- ▶ How accurate is the information?
- ▶ Cross-check information.
- ▶ Objectivity is a myth!

