



1. TASK DEFINITION

- 1.1 Define the Problem
- 1.2 Identify the information requirements of the problem.

2. INFORMATION SEEKING STRATEGIES:

- 2.1 Determine the range of possible sources
- 2.2 Evaluate the different possible sources to determine priorities.

3. LOCATION AND ACCESS

- 3.1 Locate sources (intellectually and physically)
- 3.2 Find information within sources

4. USE OF INFORMATION

- 4.1 Engage (e.g. read, hear, view) the information in a source.
- 4.2 Extract information from a source.

5. SYNTHESIS

- 5.1 Organize information from multiple sources
- 5.2 Present information

6. EVALUATION

- 6.1 Judge the product (effectiveness)
- 6.2 Judge the information problem-solving process (efficiency).