



STEP 1. **B**e sure you understand the problem/ question / assignment topic. **(Task Definition)**

STEP 2. **I**dentify the resources that will help you solve this problem/ answer this question/ research this assignment topic.  
**(Information Seeking Strategies)**

STEP 3. **G**ather relevant information. **(Location and Access)**

STEP 4. **S**elect an approach/ theme/ strategy. **(Use of Information)**

STEP 5. **I**ntegrate the information you have collected with your own ideas to demonstrate your solution/ present your answer to the question/ write the assignment.  
**(Synthesis)**

STEP 6. **eX**amine the results and refine the presentation.  
**(Evaluation)**