**Keep the research focused by following the following steps**

 When doing your research ask yourself:

1. Am I using ten words or less? What exactly am I looking for?

(This question asks the student to not only narrow down the search, but to also come up with a variety of key words to use in the searching process.)

1. What is my time budget to find the answers I need?

(Time is a finite quantity. How much can the student devote to this project? What might detract from his work? How can he stay on task?)

1. What resources deserve the most attention?

(Once the student has found resources, how can he evaluate them to determine what merits his attention, which ones should be eliminated?)

1. What do I do if one link leads to another, which leads to another?

(This question helps you to decide how you will limit the distractions that come up when he accesses the web.)

1. How do I curate, reflect on, and respond to what I find?

(The ability to organize needed resources is one that most students, and adults, struggle with. Yet it is a lifelong skill that needs to be developed early and practiced. Whatever organization tool is used, whether it's with index cards, sticky notes, Evernote, Symbaloo, or any other tool, it must be an individual choice based on what works best for that person. Once the information is organized, then the student will need to spend time thinking about what he has accumulated and what it all means. This is a step that is usually skipped. The final step for this task is when the student determines what he will do with the final data--how it will be presented.)

1. What am I missing?

(This is a chance for you to go back to the original question and make sure that you have not only answered it, but also answered it fully and well with no glaring omissions.)

This process may slow the project down but it will result in better and more in-depth research and solutions.