

# Mental Moves

## Organize

### 1. Identify the Task

What are the core details, items, or ideas the task asks for? How would I classify these? How are they similar or different?

### 2. Determine What Matters

Colors? Functions? Plot points? Themes? Types? Values? How do the assignment and the work itself suggest organization?

### 3. List Possible Strategies

What are the options for organizing my work? Order of importance? Chronological? Problem-solution?

### 4. Test It Out

When I outline and write my introduction, does the strategy I've chosen support the point I want to make? Does it work for all?

### 5. Apply to All Content

What is the format through which I should communicate? Should I use a table? Graph? Bullet points? Paragraph?