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?

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