

Searching out new information (<https://the10thman.org>)

A PERSONAL RESEARCH CHECKLIST

1. Do I really need to pursue this? (reality check)
2. What am I really asking? (question clarity)
 - write out your question
 - read it out loud
 - share it with others
3. What do I already know about this topic? (stocktake)
 - gaps in my knowledge & understanding
 - assumptions I have made
 - my opinion on this topic
4. What type of information am I seeking? (purpose)
 - new ideas
 - new methods
 - understanding mechanisms/reasons
 - how to teach/coach/instruct/conduct
5. Establish search parameters (search strategy)
 - be clear on the keywords to use in your searches
 - identify search sites (engines)
6. Search and accumulate (search activity)
 - keep a track of useful URLs, sources and references
 - follow the reference trail - scan references from recent and relevant articles and follow up by searching for any interesting references
7. Establish the trustworthiness of sites and information (validate)
 - peer reviewed? Academic articles are normally reviewed by peers before publication.
 - is it current? Does it acknowledge contemporary knowledge and understanding?
 - is the author credible?
 - what is the quality of the evidence? Are strong, logical arguments presented?
 - how careful has this author been with their interpretations/claims, their writing and presentation?
 - balance - does it present as a well balanced article?
8. Evaluate your findings (cross-check)
 - compare findings with your understanding
 - cast a skeptical eye over any conclusions
 - share and discuss with others
9. Strategise (plan)
 - decide whether to adopt, adapt or reject the new knowledge
 - decide how to use, when to use it, and who to use it with
10. Review (evaluate)
 - was the new knowledge effective, worthwhile and accepted?
 - has the new knowledge improved your practice?
 - how will you use this in the future?