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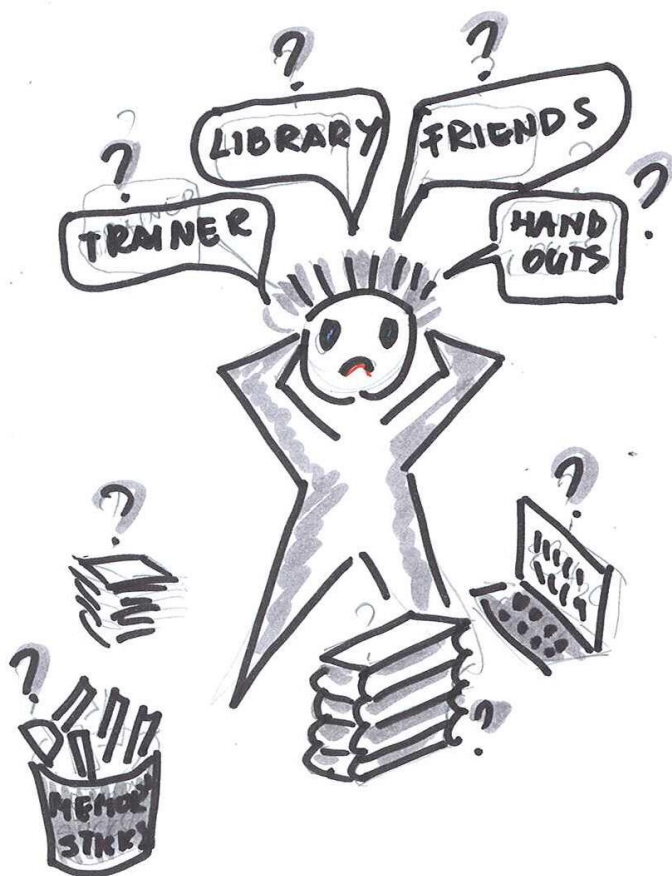
Inspiring Guide for Learn to Learn  
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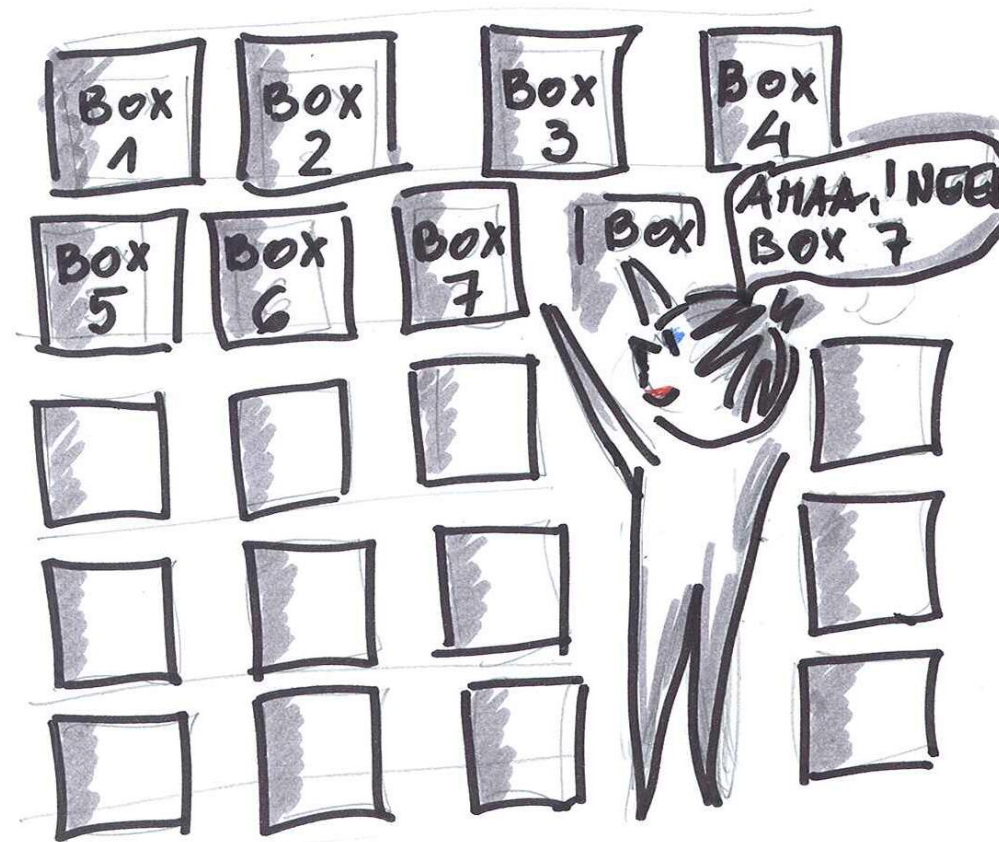
# Organizing information

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I spend a lot of time finding  
information I need



When I need the information I  
know where and how to find it



# To organize means to:

- arrange systematically
- put in order
- group
- structure
- categorize
- catalogue
- systematize



# Organizing information

Organizing information is the act of rearranging information in a purposeful and useful manner.

To identify; to learn; to handle; to analyze; to elaborate; to become aware; to know; to identify; **to find.**



How many ways do you find to categorize the information on the picture?





# Five ways to categorize information - LATCH

(Richard Saul Wurman, 2013)

- 1. Location:** visualization of an area or place, showing a visual depiction of a physical space
- 2. Alphabet:** organizing information alphabetically, like in the index in the back of a textbook or in a dictionary. Works well when people know specific terms and topics they are looking for.
- 3. Time:** is useful for finding information in a chronological pattern; for showing how things happen over a fixed duration of time
- 4. Category:** organizing information by colour, shape, gender, model, price, or anything else. Image how differently the information about the foods above would appear if they were organized by category instead of time!
- 5. Hierarchy,** when showing how one piece of information is connected to another in order of importance or rank.





## Assignment (35 min)

1. Split into 5 groups
2. **Searching information.** Take a tour in the building. Each group collects as much information as possible about one of the following:
  - Seats (benches, etc)
  - Plants
  - Lights
  - Works of arts on the walls (posters, etc)
  - Information holders (shelves, etc)

### **Make notes!**

3. Check your notes and **think**: what did you find? How do you want to **use** the information? How can this information be **arranged**?
4. Organize collected information in different ways - the more the merrier –(use A1 size paper) and **introduce** your work to others.