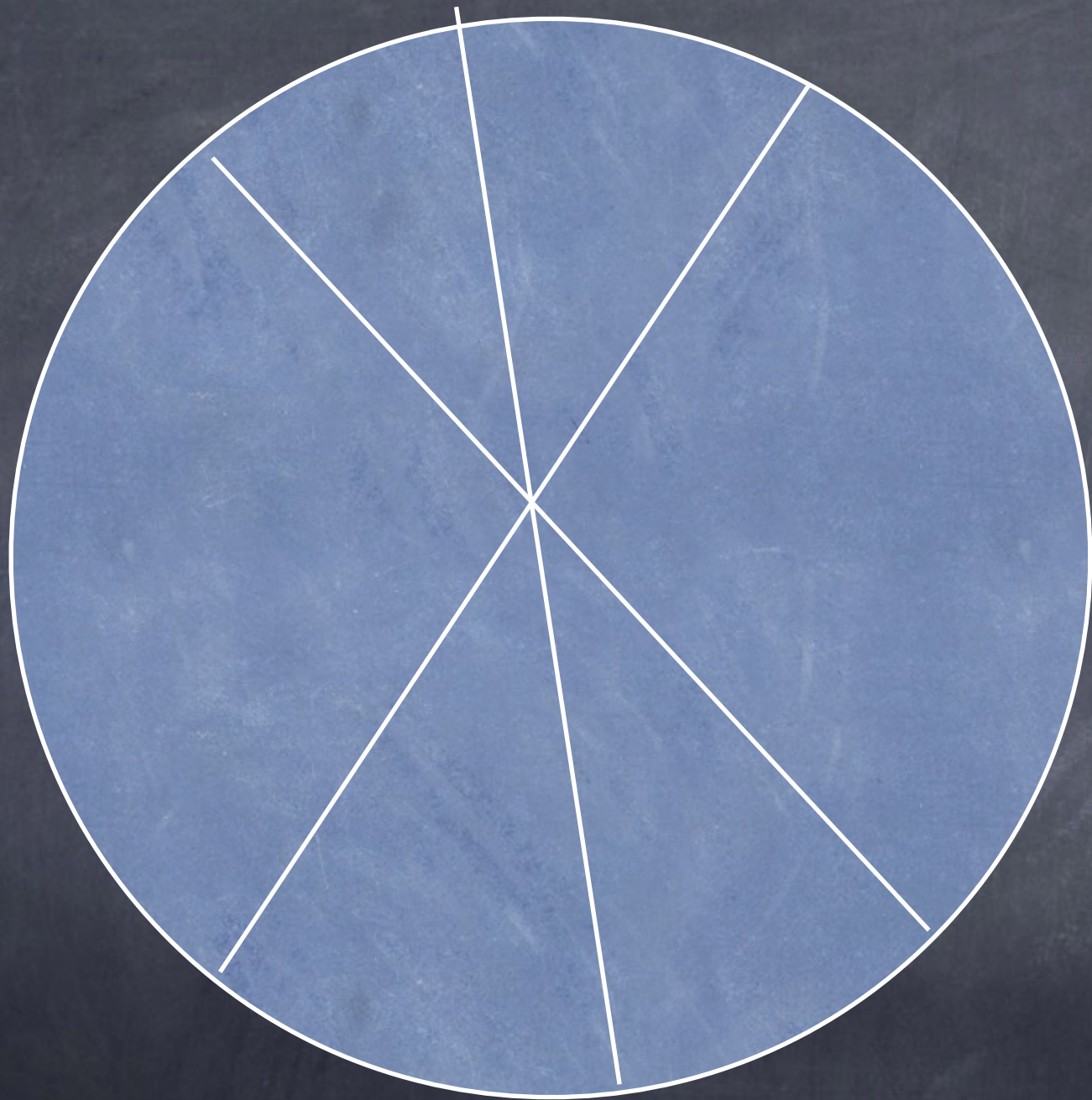


Ch 11 – Organize Your Document

Create Divisions

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- Mutually exclusive (no item fits in 2 categories)
- Total Coverage (nothing left over)
- Division based on just one principle



Classify It

- Put each item into a category or subcategory

Sequence It

- Chronological (earlier before later)
- Importance (more imp before less imp)
- Frequency (more freq before less freq)
- Familiarity (more before less)
- Rules (rules before exceptions)
- What (what before how)
- Substance (before procedure)