



PLAN AHEAD

Review Topic & Develop Search Strategy



STEP I: WRITE YOUR TOPIC AS A QUESTION

Example: *What can organizations redesign jobs to increase job enrichment for their employees? Are there empirical studies that provide data and analysis?*



STEP II: IDENTIFY KEY TERMS IN THE QUESTION YOU DEVELOPED TO USE IN YOUR SEARCH STRATEGY

Example: job redesign, job enrichment, employees, empirical study

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STEP III: IDENTIFY SYNONYMS OF THE KEY TERMS LISTED ABOVE IN CASE YOUR SEARCH HAS TO BE REVISED

Example: employees (workers, staff, professionals, front-line) ; job enrichment (satisfaction, quality of work-life)



STEP IV: IDENTIFY PHRASES (WORDS THAT MUST APPEAR IN DOUBLE QUOTES)

Example: "job redesign" ; "job enrichment" ; "empirical study"
