

SORTING AND RESORTING



When to use it

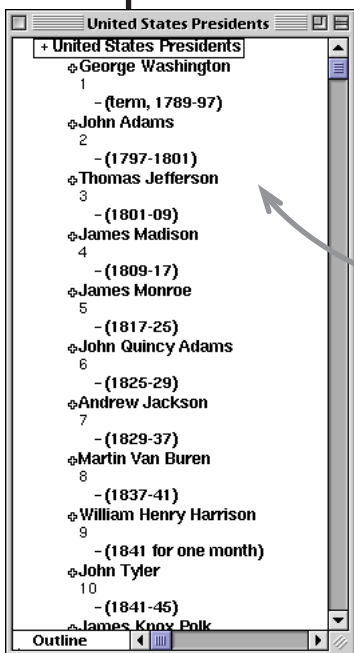
- You need to memorize a list of items in order.
- You need to place items into proper sequence.

How to do it

1. Expand and study.

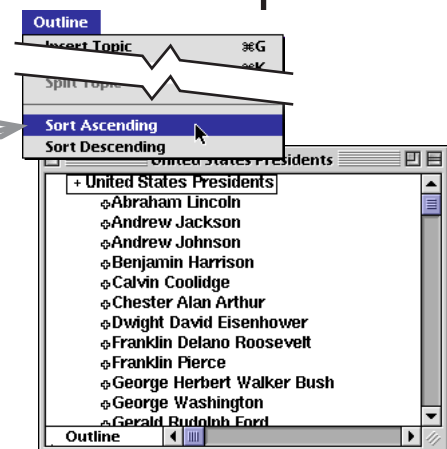
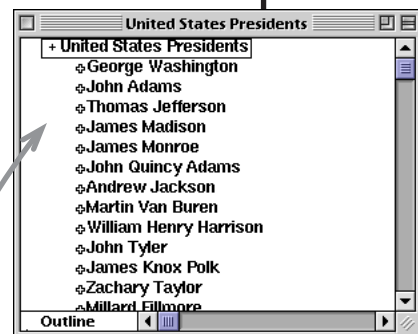
Show all headings, subheadings, and/or notes.

Study the information, being sure to associate each GROUPING of information (such as the president's name, which number he was, and the dates he served).



2. Contract and sort.

- Contract subheadings and notes.
- Use the "Sort" function in the outliner to "shuffle" the headings (or have another person move them around for you).



3. Resort and check.

- Resort the items into proper sequence.
- Check for correctness. If any are out of sequence, move them back, and start over, until you can sort the list correctly several times in a row.

