Tips on good organization in research

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Doing coursework as a D.Phil student

- **Focus on understanding**, rather than just getting it done/getting top marks.

- **Use initiative**: clarify as soon as possible if an assignment is not clear.

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  - Plan and compartmentalize your time.
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- **Note taking**

  - It would be great to take such good notes from the courses that they are useful in the future.
  - Have some system for physically organizing your notes.

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- **Electronic submission:**

  ○ Put your surname in the file name.
  ○ Use `zip` files.

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- Store references using BibTeX (for LaTeX).

Research discussions

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    - Solve a problem/fix an issue there and then?
    - A practical plan of action?
    - A transfer of understanding?

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  - Slides?
  - Write something out in advance?
  - Prepare to write something on the board?

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    diplomacy: skill in managing negotiations, handling people, etc., so that there is little or no ill will.

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- Be clear what the plan of action is and what the expectations are.