

## Trace your steps



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## What?

Keeping a tight record of all things related to your research, including:

- Project idea formation
- Minutes from supervisory meetings
- Analysis plans
- Data
- Written sections for thesis



Particularly record all *changes* to the recipe & all the outcomes



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## Why?

(Future) you!	Your colleagues/dept	The field



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## How?

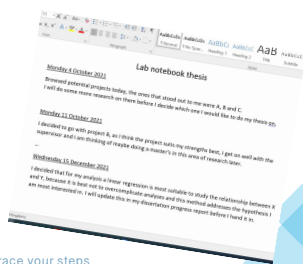
1. Keep a (lab) notebook
2. Organise your research files



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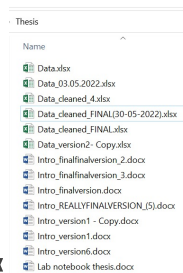
## Lab notebook



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## Organise your files



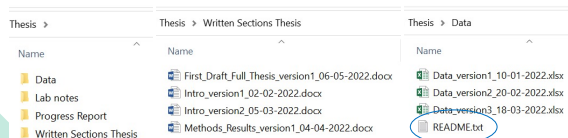
- Location, location, location...
- Be consistent in naming files
- Incorporate essential info

Make sure others can understand your files!

Trace your steps

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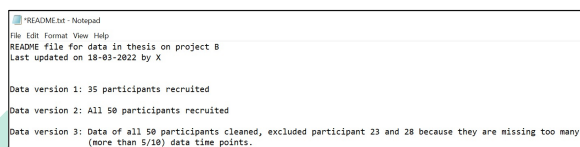
## Organise your files



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## Organise your files




Trace your steps


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## Organise your files

Optional:



Check with supervisor first!



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