The issue bin

SASS would like to thank Dr. Alan Ableson from the Faculty of Engineering & Applied Science for sharing this tool.

To use the issue bin, create a notetaking file for each course. Since the issue bin can get a little messy, and you'll constantly write and rewrite it, it's easier to use software rather than paper to complete it. Add a 2x2 table to your notetaking file, then add subtitles and information as shown below.

You might update the issue bin every time you work on a particular course as you discover or resolve issues, or you might return to the bin weekly to update it with your progress. It's up to you.

Course: _____

Questions and issues bins: Write each concept or theory that you don't understand on a small post-it and place it in Bin A (Questions). Move items to the other bins as you resolve them.

A. Questions or misconceptions I need to address	**B. Held** high priority questions / misconceptions I've tried to resolve but can't yet
C. Parked low priority questions / misconceptions I've tried to resolve but can't yet	**D. Resolved** questions / misconceptions