



WEEKLY WRITING JOURNAL: Week of October 26th, 2018

During week 8 of my Professional Technical Writing Internship, I spent a lot of time organizing data that I had previously completed. My supervisor often sends me completed applications from prospective NIH Bridges Scholars so that I can file them, and record each person's responses to the questions on the application. A few weeks ago my supervisor gave me the task of updating the Google file that holds all the current NIH Bridges Scholars personal information. I hurriedly completed the task to the best of my ability at the time, so I could focus on more pressing issues in my personal life. More recently as I was going through the excel sheet where I document each scholar's basic information, I noticed that there were so serious gaps in my data entry. Certain columns weren't completely filled out even though I knew I had been provided with data a few weeks ago.

Once I realized the incompetence on my part, I began to first upload all the current bridges applications that I had on file to the shareable Google document. After I uploaded the lingering files, I then began to thoroughly review each application so that I could fill in all of the open spaces in the excel sheet I created. It took me a few hours to not only go through and correct all the information that I previously entered but to also fill in the pieces of data that I had overlooked. While backtracking a redoing work that I thought I completed properly I was able to see my faults, but also learn from my mistakes. While I reprimanded myself for making a mess of my original task, I also commended myself for catching my mistake before my supervisor brought it to my attention. Had I not rechecked my work before submitting it to my supervisor, I

would have handed in incomplete work that would have reflected negatively and inaccurately on me as a person.