**WEEKLY WRITING JOURNAL: Week of March 31 – April 6, 2019**

 Task for the week

This week I continued to work on my assigned afterschool handbook. I printed out a paper copy of the manual and used it as a reference when correcting the errors in the electronic version. As i worked on this handbook, I realized that I was moving at a languid pace. Since I decided to correct the errors rather than retype the document, I could only complete 2-3 three pages in one sitting. I found this very frustrating and tedious to me. Every few words would be jumbled up with random characters and made the editing process slow.

Next steps

 I reordered and reorganized the After school handbook Table of contents. As I previously mentioned in my journals, I suggested that the order be change to prioritize topics of importance to the parents. After I had retyped the table of contents, I highlighted the sections that I thought needed to be moved and placed them where I found acceptable. This step of my process was crucial to the rest of my work. Depending on my supervisor’s response, would determine how I should continue to work on this document. I emailed my supervisor my proposed order of the table of contents and waited for her response.