



**WEEKLY WRITING JOURNAL: March 18<sup>th</sup> and Week of March 25<sup>th</sup>, 2019**

**TASKS**

I transferred quite a few articles, and finished the step sheet I was on. I started on a new step sheet by first examining the contents to understand who it was written for. Some of the content overlaps the last step sheet. So I will be taking inventory on these sections to avoid redundancy. Once I have a list of the sections that need to be transferred, I will continue my process on this new document.

I transferred articles from the Advisement Reference Guide today. This demanded more thorough reading of each article to create appropriate tags that matched the content. I also discussed proper label management with Monika since there's no designated place for an intended audience. We decided using the title was sufficient since it included the Advisement keyword. The process is easier now that I have developed a few short cuts. I've completed 3 sections in this new document.

**OBSTACLES**

These are taking a bit more editing proficiency due to some embedded tables and lists in the content. Since I am using simple rtf I had to be careful with the alignment of separate columns of text. I've paid particular attention to spacing and how the list looks overall. The information is clear, and the project managers can review the work. If different process is needed, they'll let me know. Monika says things are looking good. I spoke with her about turning in the internship paperwork tomorrow.