



## Learning Log: Process and organize your data

### Instructions

You can use this document as a template for the learning log activity: Consider how data analysts approach tasks. Type your answers in this document, and save it on your computer or Google Drive.

We recommend that you save every learning log in one folder and include a date in the file name to help you stay organized. Important information like course number, title, and activity name are already included. After you finish your learning log entry, you can come back and reread your responses later to understand how your opinions on different topics may have changed throughout the courses.

To review detailed instructions on how to complete this activity, please return to Coursera: [Learning Log: Process and organize your data](#).

<b>Date:</b> <enter date>	<b>Course/topic:</b> Course 5: Analyze data to answer questions
	<b>Learning Log:</b> Process and organize your data
<b>Reflect on organization</b>	<p><b>Organizing your data</b> is one of the most important steps for analysis! Once you get organized, you can perform calculations to find clear and objective answers to any data question. Before you start your learning log entry, take a moment to consider what comes to mind when you think about organizing data; you'll reflect on these thoughts in the learning log template linked below.</p> <p>At the end of this course, review your responses again and see how your understanding of organizing data has changed. Is it more important than you thought? Less important? Is it more or less difficult? Understanding how your ideas have changed throughout this course will be a great way to check-in with your growth and progress as a data analyst.</p>
<b>Reflection:</b>	Write 3-5 sentences (60-100 words) reflecting on the organization process by answering the questions below:
<b>Questions and responses:</b>	<ul style="list-style-type: none"><li>What's one organizational system you already use in real life? How can you apply that logic to data organization? <i>I often use <b>Google Calendar</b> as an organizational system, it is really useful and helps me stay organized most of the time. I mark the date and time on the calendar to see what I have to do, and when I am being assigned to the</i></li></ul>



work. This concept is similar to when you are **organizing your files into the folder, or** even when you are working with your data on spreadsheet or SQL like **sorting and filtering** to see only the part that you are interested in or looking for.

- What do you think is involved in the process of organizing data?  
*I think organizing data would include sorting and filtering.*
- What do you want to better understand about organizing data?  
*I want to learn about how to properly organize the data. Does it have any interesting/alternative ways that help the work get done easier?*