**Learning Log: Consider how data analysts approach tasks**

**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: Consider how data analysts approach tasks](https://www.coursera.org/learn/foundations-data/supplement/I086K/learning-log-consider-how-data-analysts-approach-tasks).

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| **Date:** <enter date> | **Course/topic:** Course 1: Foundations: Data, Data Everywhere |
| **Learning Log:** Consider how data analysts approach tasks |
| **Review the 6 phases of data analysis** | Consider how the data analysts at Google used the data analysis process to break down their analysis project:  The analysts **asked** questions to define both the issue to be solved and what would equal a successful result.   Next, they **prepared** by building a timeline and collecting data with employee surveys, which should be inclusive.  They **processed** the data by cleaning it to make sure it was complete, correct, relevant, and free of errors and outliers.   They **analyzed** the clean employee survey data. Then the analysts **shared** their findings and recommendations with team leaders. Afterward, leadership **acted** on the results and focused on improving key areas. |
| **Reflection:** | Write 2-3 sentences (40-60 words) in response to each of the questions below. |
| **Questions and responses:** | * Did the details of the case study help to change the way you think about data analysis? Why or why not?   *It helped me to see the many steps involved in the data analyst process – it’s not just about having data already there and finding patterns. There is a whole brainstorming process to the madness. It’s really a way more structured job then what I had originally though (and I love structre!)*   * Did you find anything surprising about the way the data analysts approached their task?   *The part I found most interesting was the whole collaboration with managers. Again, it’s not just about sitting back and staring at a computer screen of information – you can really implement some cool analyses with the help of other team members in the organization. It also makes me think that data analysts are a step above managers – as they help the managers perform their jobs better, which makes me feel more powerful for wanting to learn these related skills. (but in a nice way)*   * What else would you like to learn about data analysis?   *I’d like to learn more about the different areas in which data analysts work. I didn’t know about people analytics. I’ve only had glimpses into financial analytics, and I want to explore the other possibilities of this career, as it appears way broader then I had originally thought* |