## **Notes Summary**

From the information gathered through the most common keywords and word cloud, the notes frequently revolve around topics such as communication and follow-ups, especially through email, texts, and reminders. Words like email, sent, text, and reminder are some of the most frequent appearing keywords, indicating that tracking outreach and responses is a key theme. In addition, scheduling on particular dates is important, as keywords such as day, monday, weekly, and checkin highlight regular client schedules and checkins. Another prominent topic that appears in abundance in the notes is client and job-related interactions. Keywords such as client, job, resume, interview, and employment suggest that much of the work involves supporting individuals in job searches, professional development, or employment readiness. Frequent mentions of checkin, spoke, asked, and provided reflect ongoing two-way interactions, where updates and progress are tracked carefully. The final prominent topic includes emphasis on individual progress and accountability. Mentions of status words like completed, started, decided, needed, and contexts like class and OJT point his to coaching, training, and monitoring outcomes. In summary, the notes reveal a structured workflow centered on maintaining steady

>>> Top 15 Keywords: 45 email 43 sent esdrc 29 24 dav last 23 her 23 checkin 22 monday 22 228 21 21 reminder 21 text iswas 21 9 he pause Name: count, dtype: int64

communication, ensuring follow-through, and supporting clients in their professional journeys.

