# WEEKLY REPORT

WEEK OF MAY 13-20, 2024

# CONTENT


01 ABOUT ME

02 INTRODUCTORY WORK COMPLETED

03 LINKEDIN LEARNING COURSES

04 CHALLENGES

05 ANY QUESTIONS

# ABOUT ME

Name: Kaleb Jordan

Year: Entering my senior year

Major: Statistics

Minor: Recreation, Sport, & Tourism

Tenure: First semester

# INTRODUCTORY WORK COMPLETED

## Weekly Schedule

I was able to set up my weekly schedule of working from 10-12 p.m. and 2-4 p.m. on Mondays and Tuesdays, and 3:30-4:30 p.m. on Thursday and Friday for a total of 10 hours per week.

## Availability

It was important to find out when the whole team could connect for meetings so I set up my availability to be free all day on Monday, Tuesday, and Wednesday.

## SMART Goals

Everyone was tasked with creating a few SMART goals that we are aiming to achieve this summer. To summarize, I wanted to keep a journal of events and challenges, do analysis on the current and future processes of our work, and I hope to make a positive impact this summer.

## Introductions

I created an introductory video describing who I am and commented on some other people's introductions to get to know them a little better.

# LINKEDIN LEARNING COURSES

## Business Process Improvement

A business process is a set of instructions that help a company achieve a business objective. When they are consistently followed, business processes can produce an excellent output. Good traits of business processes include measuring success, teaching new things, or providing clear instructions.

## Improvement Foundations

Process improvement is the measuring and monitoring of processes for quality. We need to have numeric data that can be trackable so we can compare it to others. It is imperative to know what the key ingredients of the process are. You should question the data all the time as well.

## Tips for Working Remotely

The most helpful tips I was given was structuring my day in a way that is organized and engaging. Create a schedule with events on it and working backwards to create a plan of attack to get everything done by the deadline. A personalized workspace that contains the necessary amenities and lots of natural light.

## Tips for Writing Business Emails

It is important to make sure everyone who needs to be aware of what the situation is, is aware, whether it being sent directly or CCing them. It is important to be concise when writing emails and avoid humor and jargon. It is best to avoid assuming gender. Be formal and use neutral sayings such as their full name.

# CHALLENGES

This week I had the challenge of getting into the BTW-199 course due to having too many credit hours.  I eventually had to drop a class for next semester in order to take BTW-199.  It stressed me out a little bit but in the end, it worked out.

# Any Questions?