**Learning Log: Finish your data analysis checklist**

**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: Finish your data analysis checklist](https://www.coursera.org/learn/analyze-data/supplement/ozi7y/learning-log-finish-your-data-analysis-checklist).

| **Date:** <enter date> | **Course/topic:** Course 5: Analyze data to answer questions | | |
| --- | --- | --- | --- |
| **Learning Log:** Finish your data analysis checklist | | |
| **Complete your checklist** | Copy and paste your original checklist and complete it with the specific steps and tasks you want to add. For example:  **Ask**   * **Ask effective questions** * **Understand problems** * **Develop solutions**   **Prepare**   * **Collect data for analysis** * **Extract data from databases** * **Organize and secure data**   **Process**   * **Check data integrity** * **Clean the data**   + Is each variable one column?   + Is each observation one row? * **Verify and report of cleaning data**   **Analyze**   * **Organize the data** * **Formatting and adjusting data**   **Share**       **Act** | | |
| **Reflection:** | Write 3-5 sentences (60-100 words) responding to each of the following questions: | | |
| **Questions and responses:** | * Review your checklist and compare it to the tasks and activities related to this course. How is your checklist similar to or different from the organization of the course?   *Type your response here*   * How does creating a checklist help you develop your data analysis skills?   *Type your response here*     * How will your checklist help you analyze your own data?   *Type your response here*   * What else could you use your checklist for?   *Type your response here* | | |