Project Title: Professional Journal

Project Category: Independent Professional Growth

Objective: Maintain a professional journal to reflect on your weekly experiences at work, track growth over time, and develop greater self-awareness. This project encourages consistent reflection and builds valuable habits for career development.

Step-by-Step Instructions:

Step 1: Set Up Your Journal - Choose a format: Google Doc, paper notebook, or journaling app. - Title your document and include your name, date, and internship placement. - Create a section for each week or workday.

Step 2: Create a Weekly Template Use these prompts to guide your entries: 1. **This Week I Worked On:** (tasks, projects, meetings) 2. **What I Learned:** (new skills, software, processes, or workplace norms) 3. **Challenges I Faced:** (conflicts, confusing tasks, mistakes made) 4. **How I Grew Professionally:** (examples of using soft skills, taking initiative, etc.) 5. **Something I'm Proud Of:** (a win, a compliment, a new experience) 6. **One Goal for Next Week:** (be specific)

Step 3: Write Regularly - Try to write once per week (suggested time: 10–15 minutes). - Keep it honest, thoughtful, and professional. - Use bullet points or full paragraphs—whatever helps you reflect.

Step 4: Review Your Progress - At the end of each month or quarter, read past entries. - Look for patterns in what you've learned or struggled with. - Identify 2–3 skills you've improved or experiences that stood out.

Step 5: Optional Final Reflection - After your internship ends, write a 1-page summary reflection: - How did you grow from Week 1 to the end? - What advice would you give to a new intern? - What's next for your professional journey?

Deliverables: - Ongoing Professional Journal (1 entry per week) - Optional: Final 1-page Reflection

Estimated Timeline: 6–12 weeks (or length of internship)

Skills Practiced: - Self-reflection and goal setting - Professional communication - Consistency and discipline - Identifying growth and learning moments