**Name: Danica Johnson Date: 8/24/18**

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| 1. **Highlights**—Wins for the week from your portfolio. This could be a donation that came in, an update on number of table captains signed up, an editorial that was published, or a meeting that was finally secured. I encourage you to do your best to identify one every week. |
| 1. Enjoying using the standing desk a lot 2. Got a lot done this week yay ☺ 3. Good talk with Betsy – cleared the air I think 4. Feel like I’m getting more organized |
| 1. **Lowlights**—Consider this an opportunity for constructive self-assessment, a place to reflect on things that could have gone better. Focus on what to improve upon. |
| 1. Felt sick for half of the week because of smoke – REALLY affected me a lot 2. Transcribing way slower than I want it to be 3. Not really a lowlight but I’m just realizing that the program is going to take a lot longer than I was imagining because it will be twice as long…. |
| 1. **Upcoming deliverables/priorities** (for the next week)—This is the heart of the weekly update. By listing high-priority items from your to-do list, you'll be giving me a sense of what I can expect from you in the week ahead. This should not be your WHOLE to-do list. Just top-line items/priorities. |
| 1. Funding Request handout – sending Betsy’s changes to her today 2. Next Breakfast Email going out! Wednesday 3. Annual report work – GOAL: finish story about saddle rock 4. Editorial work – ongoing 5. Stephen filming in Merrill this weekend – follow up with him on Monday 6. Meeting with Joan to start putting video in order 7. Breakfast materials work ongoing |
| 1. **Past deliverables**—On its own, a to-do list is just a collection of good intentions. A have-done list is necessary to hold yourself accountable. In each of your update emails, copy and paste last week's upcoming deliverables, along with a status update. You'll catch incomplete tasks that have slipped through the cracks, identify ones that popped up unexpectedly, and over time start to get a sense of your workflow management. |
| 1. Funding Request handout – DONE 2. Next funding request email for next week – DONE 3. Annual report work – STARTED 4. Editorial work – ONGOING 5. Filming with Stephen in Yakima/Cowiche – MOVED TO SEPTEMBER 6. Transcribing interviews continued – ONGOING 7. Breakfast materials work ongoing – ONGOING |
| **Other**—any questions for me, decisions you need made, support you need from the team, or any other discussion items you’d like to touch on. |