

# **Laidlaw Scholars Programme**

## **Leadership-in-Action Weekly Blogs**



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## **Week 3: July 29- Aug 2**

### **Overall achievement:**

Help with filing all documents needed.

### **My duty:**

Use Excel to input file information into the digital version. Organize different categories based on when filing information. Write simple Python codes for the document format to be automatically detected and unified, which is more efficient and accurate than manual inspection.

### **Difficulties encountered:**

Categories for the organizing process are hard to decide-- it mustn't be too specific but should also be specified enough to provide daily convenience. Lack of communication within our group causes us to do redundant jobs for the first two days.



### **Self-reflection & leadership lessons learnt:**

Before assigning tasks to team members, one should first identify their strengths and have different assignment methods for different tasks. For example, for this document filing progress, instead of simply assigning the same number of documents and asking everyone to follow the same routine to file them, it is better to assign them according to the steps, that is, to divide them into three groups: Excel entry, information integration and classification, and coding research and implementation. This way, all group members' strengths can be fully utilized while making full use of their past work and learning experience.