

Operations: editor engagement

- Send the Editor Count Report to Biogeo EIC every Thursday.
- Respond to all editor concerns in a timely manner.

Operations: journal operations

- Process all initial QCs after they have reached a day in the journal (Atmospheres)
- Keep inboxes from getting filled (possibly clean out emails that have already been replied to)

Operations: teamwork

- Continue to offer assistance to coworkers when they need help
- Help with training new hires.

professional development

- Continue to learn the ins and outs of ESSOAR.
- Develop a learning path to help me moving forwards.