



Moment in Matchbook

Production Journal 2

Hana Lataille

Task	Status	Duration	Materials
Watch Module 4 videos and read project descriptions	Complete	20 minutes	Blackboard
Adjust Trello project plan	Complete	20 minutes	Trello
Create production journal 2 template	Complete	5 minutes	Canva
Review Module 3 submission feedback	Complete	5 minutes	Blackboard
Design and download Pinterest banner	Complete	15 minutes	Canva, Pinterest
Revise and review copy for posts 1-3 on calendar	Complete	15 minutes	Google Sheets
Download and publish posts 1-3 on Instagram and Pinterest	Complete	1 hour	Canva, Instagram, Pinterest
Brainstorm and solidify topics for posts 4-6 then update content calendar	Complete	1 hour	Google Sheets
Add annotations to bibliography	Ongoing	Ongoing	MyBib
Create files for Instagram and Pinterest visuals	Complete	5 minutes	Canva
Design covers for posts 4-6 in grid system	Complete	1 hour	Canva
Compile and annotate research for posts 4-6	Complete	2.5 hours	Microsoft Word
Produce and design content for posts 4-6	Complete	5.5 hours	Canva
Add to platform mockups for visual planning	Complete	30 minutes	Canva
Draft written copy/captions for all posts	Complete	40 minutes	Microsoft Word
Update content calendar with all visuals and copy	Complete	30 minutes	Google Sheets
Update production journal 2	Complete	20 minutes	Canva
Create written copy and visuals for blog post 4	Complete	3 hours	Wordpress, Canva
Download and submit all Module 4 assignments	Complete	15 minutes	Canva, Blackboard