



Moment in Matchbook

Production Journal 4

Hana Lataille

Task	Status	Duration	Materials
Watch Module 6 videos and read project descriptions	Complete	20 minutes	Blackboard
Adjust Trello project plan	Complete	50 minutes	Trello
Create production journal 4 template	Complete	5 minutes	Canva
Review Module 5 submission feedback	Complete	5 minutes	Blackboard
Revise and review copy for posts 7-9 on calendar	Complete	20 minutes	Google Sheets
Download and publish posts 7-9 on Instagram and Pinterest	Complete	40 minutes	Canva, Instagram, Pinterest
Brainstorm and solidify topics for posts 10-12 then update content calendar	Complete	1.5 hours	Google Sheets
Add annotations to bibliography	Ongoing	Ongoing	MyBib
Create files for Instagram and Pinterest visuals	Complete	5 minutes	Canva
Design covers for posts 10-12 in grid system	Complete	2 hours	Canva
Compile and annotate research for posts 10-12	Complete	2.5 hours	Microsoft Word
Produce and design content for posts 10-12	Complete	6 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 4	Complete	20 minutes	Canva
Create written copy and visuals for blog post 6	Complete	3 hours	Wordpress, Canva
Download PDFs for blog post 6	Complete	10 minutes	Canva, Sheets
Download and submit all Module 6 assignments	Complete	15 minutes	Canva, Blackboard