

Plan of Action
(Organizing and Establishing a Timeline)

What steps do I need to complete (Research, Write Content, Record Audio, or Video, collect/take/draw images, etc.)?

Prioritize your steps (In what order do you want, or must complete steps – cannot edit video without first recording video).

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Establish a rough timeline (a calendar is a good tool to organize when tasks must be completed by- revise as needed).

Week or Monthly Plan

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday