Overall evaluation:

For my planning I'm going to be using a calendar to mark down all my tasks, goals, and milestones. I originally decided on using my diary but decided against it as when I was trying to write the tasks down I kept running out of room and it became quite messy. I found when using the calendar on google it was easier to put everything in the dates and I could multiple tasks on one date, I can also colour code everything to make it easier to read. I am going to also use sticky notes app for a Mac home screen and reminders app, I use these two apps as if something is due I have the note to reminder on the desktop screen and a reminder that would appear also on the desktop screen.

 both had the date to tell me when certain tasks will be due.

The use of the review sheets allowed me to effectively manage the resources I needed to complete the project as I could plan for when I could use my own laptop and I needed to use the school's computers which have the adobe software on them. The review sheets were also useful in allowing me to review the goals and change them as I needed to.   ①

Overall my planning research has gone well, this is because I could find out about the different types of planning tools and find out what ones would work better for me. Finding different planning tools was helpful as I started to use a diary for writing all my tasks, goals, and milestones down but it was becoming hard to read and if I wanted to include notes with the task then I would have to write off the page as there would be no room for me to write next to my task, I also found colour coding was easier on a calendar on a computer. This is because I could change the colour anytime if it was required but if I needed to change the colour in the diary then it would become messy and hard to read again.

My use of the google calendar, sticky notes, review sheets enabled me to complete my Magazine on time

	Planned for Week 13	22 / 3 / 16 - / 3 / 16
Tasks to do/ goal(s) for the week	select appropriate resources update and finals brief. Research software and other digital resources that you could use to make your prototype decide on your resources I will use and need evaluate	

Resources needed
    Knowledge
    Skills
    Time
    Hardware/ software
	Internet access
	
	Software access -Indesign Photoshop, Illustrator etc	

Client consultation	No	
Problems that could arise/ how to resolve them	Having to decide on my resources. I'm going to use and need. Get feedback from the people that know how to use them, and ask what would be better etc..	
Overall evaluation to date (how effective has my planning been so far?)	Overall this week was slower than expected, so next week have to start working more efficiently and use my time well. My planning this week wasn't as efficient because I didn't do as much work, so next week i have to work hard and in the weekend for the holidays.	

②

	Planned for Week 14	22 / 3 / 16 - / 3 / 16
Tasks to do/ goal(s) for the week	select appropriate resources update and finals brief (Done) research software and other digital resources that you could use to make your prototype decide on your resources I will use and need evaluate	This week there is a lot to do, so I have to get to work quickly. This week I have to talk to my stakeholder, so hopefully I will get good feedback from them.

Resources needed
    Knowledge
    Skills
    Time
    Hardware/ software
	Indesign
	Google Drive	

Client consultation	Yes, because I am asking them what types of font they like, size is easiest to read etc	
Problems that could arise/ how to resolve them	There's a lot of work to do, this week. So I have get to work.	
Overall evaluation to date (how effective has my planning been so far?)	Overall my planning this week has been alright. I have got some tasks done very well, and have gotten good feedback from my stakeholders.	