**Diary Entry Structure**

*For your “Enterprise Skills Production Diary” it is important you update it weekly tracking the progress of your idea, the production and any changes you make.*

*Use the flowing structure when writing your weekly diary entry:*

1: What did you do this week? Ideas generation, writing the Brief, pre-production planning, filming, editing, re-shoots?

2: What Enterprise Skills have you used this week?

* commercial awareness,
* creative and innovative thinking,
* prioritisation
* time management,
* problem solving,
* communication,
* negotiation
* persuasiveness
* working independently

*You need to be specific in describing what skills you used. This is an important step in evidencing the use of Enterprise Skills.*

3: How did these skills contribute to the planning of your media product?

4: What are you going to do next? Are there any resources needed? (people, props, transport)

5: Do you see any problems or difficulty in these plans? If so, what will you do to avoid or prevent them?

Upload your diary entry to your blog **EVERY FRIDAY**. Even if you didn’t achieve a lot in the lesson it is easier to track your activities on a weekly basis.