

Time Log:

Day	Time	Notes
January 12, 2023	2hrs, 30min	meeting, getting logged in, learning how to navigate canva, editing, creating first post and posting and sharing to story
January 13, 2023	4hrs	research, reading, writing blog post, creating post and uploading
January 17, 2023	1hr	meeting
January 17, 2023	1hr	editing, canva, creating post for garage sale, creating unique caption, adding post to story
January 20, 2023	35min	editing, canva, creating post for volunteers, creating unique caption, adding post to story
January 21, 2023	5hrs	volunteering for garage sale, getting content, adding post to story
January 23, 2023	1hr	finding schedule and posting clinic hours, creating unique caption, posting, and adding to story
January 24, 2023	30min	deleting and reuploading new volunteers post, creating unique caption, adding to story
January 24, 2023	10min	uploading gala post, sharing to story and Facebook groups
January 26, 2023	35min	uploading blog post and editing blog arrangements
January 27, 2023	30min	creating layout for intern spotlights, uploading and posting
January 28, 2023	10min	reposting volunteer post to story with a comment
January 30, 2023	2hr	creating an 8 dimensions of wellness post, creating unique caption, posting, and adding to story
January 31, 2023	1hr	meeting
January 31, 2023	30min	Searching, answering questions, and joining various

		Rexburg Facebook groups to expand the amount of people who see our posts
January 31, 2023	40min	editing, canva, creating post for garage sale, creating unique caption, adding post to story
February 1, 2023	1hr, 10min	editing, canva, researching, creating post for wellness Wednesday, creating unique caption, adding to story
February 1, 2023	30min	editing, canva, drop off post, creating unique caption, posting to groups and stories
February 1, 2023	5min	Uploading and posting new intern spotlight
February 2, 2023	30min	editing, canva, mental health PA schedule, creating unique caption, post to groups and stories
February 2, 2023	30min	editing, canva, mental health in the black community, creating unique caption, adding to stories & groups
February 2, 2023	20min	editing, canva, fitness night, creating unique caption, post to groups and stories
February 3, 2023	30min	editing, canva, valentine's cards, creating unique caption, post to groups and stories
February 4, 2023	1hr, 15min	Volunteer, get content at drop off event
February 5, 2023	20min	editing, canva, next week's events post, creating unique caption, adding to story
February 5, 2023	25min	Editing, canva, brainstorming, create 7-day self-care challenge, creating unique caption, post and add to story
February 7, 2023	1hr	meeting
February 8, 2023	5min	editing, canva, creating post for wellness Wednesday, creating unique caption, adding to story
February 8, 2023	35min	Zoom meeting with Carlee, editing, creating post for

		schedule, creating unique caption, adding to story
February 9, 2023	2hrs	Volunteering, community conversation on mental health within the black community, listening, getting content/taking pictures
February 10, 2023	5min	Uploading and posting new intern spotlight
February 10, 2023	40min	Speaking with Robert about event, taking notes, coming up with caption for how mental health night went and posting pictures, adding to story
February 11, 2023	2hrs	Volunteering, valentine's cards, participating, setting and cleaning up, getting pictures
February 5, 2023 - February 12, 2023	5min a day	Sharing self-care challenge post to story in a creative way each day to get people involved
February 12, 2023	15min	Editing, canva, creating post for nutrition night, creating unique caption, posting, adding to story
February 12, 2023	20min	Editing, canva, creating post for new and updated clinic schedule including doctors' names, creating unique caption, posting, adding to story
February 15, 2023	1hr	meeting
February 15, 2023	20min	Editing, canva, creating a reminder post about the garage sale, creating unique caption, posting, adding to story
February 15, 2023	10min	editing, canva, creating post for wellness Wednesday, creating unique caption, posting, adding to story
February 16, 2023	10min	editing, canva, creating post for internship opportunities, creating unique caption, posting, adding to story

February 16, 2023	30min	editing, canva, creating post for women specific exams at the clinic, creating unique caption, posting, adding to story
February 16, 2023	20	Phone call with Carlee about post and updating website to show the women specific exams
February 18, 2023	5hrs	volunteering for garage sale, getting content, adding post to story
February 19, 2023	10min	Editing, canva, creating simple motivating post about asking for help, creating a unique caption, posting, and adding to story
February 19, 2023	20min	editing, canva, drop off post, creating unique caption, posting to groups and stories
February 20, 2023	15min	Editing, canva, creating new post for nutrition night, creating unique caption, posting, adding to story, sharing to facebook groups
February 20, 2023	5min	Uploading and posting new intern spotlight
February 21, 2023	1hr	meeting
February 21, 2023	15min	Editing, canva, creating new post for community dance class for children, creating unique caption, posting, adding to story, sharing to facebook groups
February 21, 2023	20min	Editing, canva, creating a reminder post about the garage sale, creating unique caption, posting, adding to story, sharing to facebook groups
February 22, 2023	10min	editing, canva, creating post for wellness Wednesday, creating unique caption, posting, adding to story
February 23, 2023	15min	editing, canva, next week's events post, creating unique

		caption, adding to story, sharing to facebook groups
February 27, 2023	10min	Editing, canva, updating internship opportunities post, reposting, sharing to story and facebook groups
March 1, 2023	5min	Uploading and posting new intern spotlight
March 1, 2023	10min	editing, canva, creating post for wellness Wednesday, creating unique caption, posting, adding to story
March 3, 2023	5min	Uploading and posting new intern spotlight
March 5, 2023	10min	Planning, searching amazon, and buying items for senior showcase
March 6, 2023	15min	editing, canva, drop off post, creating unique caption, posting to groups and stories
March 6, 2023	10min	editing, canva, fitness night, creating unique caption, post to groups and stories
March 7, 2023	1hr	meeting
March 8, 2023	10min	editing, canva, fitness night location update, post to facebook groups and stories
March 8, 2023	5min	Uploading and posting new intern spotlight
March 8, 2023	10min	editing, canva, creating post for wellness Wednesday, creating unique caption, posting, adding to story
March 10, 2023	10min	Editing, canva, creating post for a reminder of the donation drop-off, creating unique caption, posting, adding to story, sharing in Facebook groups
March 12, 2023	15min	Editing, canva, creating post for giveaway announcement coming up, creating unique caption, posting, adding to story, sharing in Facebook groups
March 12, 2023	20min	Editing, canva, creating official post for giveaway, creating

		unique caption with steps on how to win, and waiting to post for Wednesday night
March 12, 2023	3hrs	Putting together content for blog, communicating with mentor, writing, and editing
March 13, 2023	1hr	Speak with, give advice, prep, and train new social media manager, discuss start date
March 13, 2023	1hr	meeting
March 14, 2023	10min	editing, canva, creating post for wellness Wednesday, creating unique caption, posting, adding to story
		Finalize blog post and upload
		Setup and showcase day!!
Total	51hrs, 10min	