

The Process of Editing a Video in a Planned Amount of Time

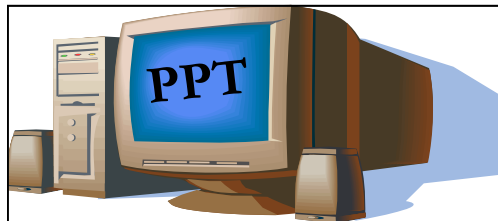
- Import video clips one segment or scene at a time.
- Prioritize; only import what you need.
- Fine tune/edit your clips to clearly reveal the big-picture concept of your storyline.



- Have only one or two people edit so there will be fewer distractions.
- Design your titles so that they emphasize your important focus points.
- Use special effects to make your project more visually appealing. (i.e. faster, slower, titles over video, BIG colors, different sizes, 3-D effects, etc.)
- Take **CREATIVE** risks!

Managing your Time when Making a PowerPoint!

PowerPoints are a good way to present information, as well as make entertaining projects, such as those that we broadcast on LJTV.



Plan out what you want to say and what your message/concept will be.

Don't hog the computers!
There are bound to be other people who want to use them, so you have to plan out your computer-time accordingly, and use it wisely.

Spend equal amounts of time and effort on each slide, not just on one or two.

Import all your important information first, then focus on the design (graphics, animation, and transitions).

Experiment with different colors, sizes, and designs. Taking creative risks is a really good thing!

How to Manage Your Time When Producing an M2P Project



Prepared by

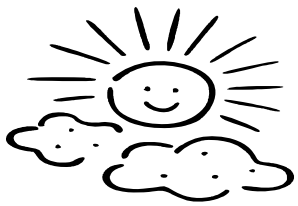
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The Importance of Time Management

Everyone should know that M2P at LJMS is a metaphor for life. This program's experience is all about



living and working successfully in life. One success strategy we learn and practice every

day when we work on our M2P projects is to manage our time well, so that we get our work finished on time.



Managing your time will allow you to have a more fulfilling and fun M2P experience. By managing time well, you get more things done, and you have more chances to fine-tune your skills.

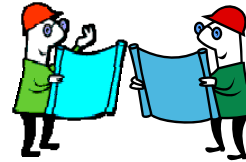


The quality of your projects will improve, and you will build confidence and friendships. Not only that, but you will achieve better grades!

So, lucky you! In this tutorial, you have us to show you how to manage your time well in M2P!!

Organizing Your Project

Organization is a key part of managing your time. By taking these few simple steps, you can maximize your performance.

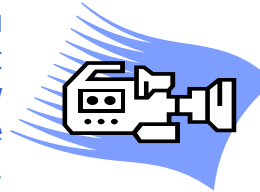


1. Put due dates on all of your assignments. That way you can prioritize and keep track of what needs to get done.



2. If you're producing a project with a storyline or characters, write a script to avoid mistakes, to keep track of people's roles, and to ensure you have a well-developed story line.

3. Make sure that you reserve equipment ahead of time by filling out the appropriate form.



4. If you plan to go on location to videotape, get a pass, take your M2P I.D. tag, and sign out. Decide in advance what time you'll need to get back to the M2P room in order to put equipment away and to write about your accomplishments during that period. Frequently look at the clock so that you won't lose track of time during your taping sessions.

Creating and Following a Timeline

