



Working remotely doesn't mean feeling disconnected. Throughout the project, we'll use a simple, organized workflow designed to keep communication clear, timelines on track, and every file easy to access.

Each tool has a specific purpose, from scheduling meetings and sharing feedback to organizing documents and tracking progress, so you'll always know what's happening and where to find what you need.

My goal is to make the process feel transparent, efficient, and collaborative from start to finish. that require your input. You'll always know what stage we're in, what's coming next, and where to find the information you need.



 **Calendly**
To book meetings at a time that works best for both of us.

 **loom**
To make remote collaboration more efficient and reducing unnecessary meetings.



Throughout the project, I'll keep you updated on progress, upcoming milestones, and any decisions that require your input. You'll always know what stage we're in, what's coming next, and where to find the information you need.

Most Used Productivity Tools for Project Management

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Inventario de Libros

Libros Mayo 2026

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Tipo

Aa Título

Género

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Aa Título	Autor	Editorial	Género	Shelf Number
La Voz de las Espadas	Abercrombie, Joe	Alianza Editorial	Fantasia	2
Los Diablos	Abercrombie, Joe	Alianza Editorial	Fantasia	2
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No hay mar en el cielo	Amor Olaya, Martha	Independiente	Poesía	7
La sed se va con el río	Mejía, Andrea	Alfaguara	Narrativa Latinoameri...	1
No Creas Una Palabra	Arretxe Irigoién, Bego	Catedral	Narrativa Literaria	1
El Imperio Romano	Asimov, Isaac	Alianza Editorial	Histórica	3
Yo, Robot	Asimov, Isaac	Edhasa	Ciencia Ficción	6
Fundación	Asimov, Isaac	DeBolsillo	Ciencia Ficción	6
Fundación e Imperio	Asimov, Isaac	DeBolsillo	Ciencia Ficción	6
Segunda Fundación	Asimov, Isaac	DeBolsillo	Ciencia Ficción	6
La República Romana	Asimov, Isaac	Alianza Editorial	Histórica	3

Libro: Una Cicatriz Brillante

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Moodboard de estilo

Proyecto: Una Cicatriz Brillante - Irene Carrasco

Estilo de ilustración y elementos gráficos: señalados arriba

Paleta de color: señalados arriba

Tipografía: artesanal, diseño propio

Composición: aire entre textos y elementos gráficos para destacar el estilo narrativo-poético del libro

Avance de Proyecto

Task

Status

Due Date

Entrega Moodboard y Observaciones	Enviado para Revisión	April 1, 2026	
Bocetaje de Diseño de Personaje	Aprobado	June 30, 2026	
Diseño de Escenarios	Aprobado	June 30, 2026	
Diseño de Elementos Gráficos Adicionales	En preparación	July 10, 2026	
Entrega de documentos en Google Drive	En preparación	July 15, 2026	

+ New page

POSTS: November

Manage in Calendar

Today

Mon

Tue

Wed

Thu

Fri

Dec 1 Our... 3 Sales and Carrousel wit Instagram December 1,	2	3 Loo... 2 Sales and Reel Instagram December 3,	4	5 Roc... 2 Sales and Carrousel / V Instagram December 5, SIR... 3 Food & He Reel Instagram December 5,
8	9 Toc... 3 Sales and Carrousel Instagram December 9,	10	11	12
15	16	17	18	19

tozifoods

19 Posts

301k Followers

94 Followings

Edit Profile

Share Profile

TOZI

Our first Austin Food and Wine!

Our First Austin Food And Wine!

3

WHERE TO FIND YOUR TOZI TORTILLAS AT HEB!

Look for Tozi @ HEB!

2

Recipe of the day: BEEF & CHEESE

SIRLOIN STEAK TOZI TACOS

3

WE FOUND HUITLACOCHÉ!

We found Huitlacoche!

1

TOCI: THE AZTEC GODDESS OF HEALTH THAT INSPIRED OUR BRAND

Toci: The Goddess that inspired our brand

3

INVITED US TO TALK ABOUT TOZI

Roci on Fox's "Tierra's Texas"

2

STRATEGY SUMMARY / Social Media Goals

- Brand Awareness: Build visibility in Texas and nationwide among health-conscious consumers

CONTENT PILLARS

New

- Recipes & meal inspiration using Tozi products
- "How Tozi Eats" series (family-style meals, tacos, brunch)
- User-generated content: community tacos, home recipes

FOOD CONTENT (40%)

- "Ingredient Spotlight" (blue corn, nopal, amaranth, agave)
- Fun facts: ancestral + scientific benefits
- Side-by-side visuals: "Before you knew it was a superfood..."
- Explainers: "Why we don't use refined"

EDUCATIONAL CONTENT (30%)

- Behind-the-scenes at markets and pop-ups
- Meet the founders
- Press features, community collabs
- Entrepreneurial journey / Latina founders narrative

BUSINESS & LIFESTYLE (30%)

+ New page