Mastering Time Management for the Virtual Work Environment - VYOND - Storyboard
Introduction/Background:

- 96% of employees at Summit Enterprises Inc. work remotely across 68 countries.
- After experiencing a 25% decrease in productivity costing the company an estimated $250,000 in the past year, coupled with an exponential growth in client base, Summit Enterprises Inc. would like to help their remote workforce build capacity in time management skills.
- This video will be created in Vyond, and will be inserted inside a synchronous Virtual Instructor-Led Training (VILT) session.
- The purposes of this video, in accompaniment with the VILT session, are to:
    - Equip virtual employees with tools and strategies to develop and maintain time management skills in the virtual work environment in order to meet deadlines while producing high quality work
    - Maximize time and increase productivity by 30%
    - Prevent employee burnout and promote healthy work-life balance for virtual employees
    - As a result, maintain a culture of high standards and efficiency that delivers exceptional work to clients and contributes to thriving customer satisfaction and company growth.

Learning Objectives:

Upon completion of this training, learners will be able to:

- Describe 4 best practices for effective time management in the virtual work environment.
- Identify the importance of proper time management in the virtual work environment.

Outline:

- Introduction:
    - Scenario of virtual employee, Ace, who is feeling stressed due to poor time management.
- 4 Best Practices introduced and demonstrated by Ace:
    - Create distraction-free work space
    - Establish daily routine
    - Prioritize tasks & time track
    - Utilize time-saving techniques
- Importance of Time Management
    - Ace demonstrates the positive results of utilizing proper time management, both professional and personal.
- Conclusion

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Characters:

- Narrator (female voice)
- Ace – virtual employee

General:

- Each table in this storyboard represents one scene.
- Reviewer can leave comments in the "Comments" section of the table.

Color Palette:

| 972106 | FFFFFF | 608887 | EDE8DD | 7AB7D3 |

1. City View			
Visuals/Graphic	**Script/Audio**	**Programming/Animation Notes**	**Comments**
- Scene opens in a city neighborhood with an apartment building in the middle, where you can see Ace waving in the window. - Bustling street below with shops and cars.	[Narrator] "In today's world, more and more companies are giving their employees the option to work remotely."	- Fade in from grey. - Simple acoustic background music, "Fresh and Simple," volume 10% - Camera zooms into Ace waving in window. - Motion paths for cars and bikers to move on the street.	

2. Virtual Employee			
Visuals/Graphic	**Script/Audio**	**Programming/Animation Notes**	**Comments**
- Ace sitting at his desk in his bedroom, sitting at his computer in pajamas. - Clock on the wall, bed to the left, desk to the right.	[Narrator] "Virtual employees use technology to connect with their colleagues and accomplish tasks from their homes."	- Fade from grey transition. - Ace typing on his laptop.	

3. Statistic

Visuals/Graphic	Script/Audio	Programming/Animation Notes	Comments
- Statistic shown on right of screen with arrow visuals. - Globe appears on left, with location pins on each continent, surrounded by 6 small images of diverse remote workers. - Background color blue from color palette.	"Here at Summit Enterprises, 96% of our team members work remotely, spanning across 6 continents, and in 68 different countries! Like most remote workers, one common challenge we all face is…"	- Slide up transition. - Items appear timed with audio. - Summit logo slides down at the beginning, then slides down off screen, replaced by globe sliding down. - Small scenes of remote workers pop up around globe, each corresponding to a popping up location pin. - All items fade or slide out.	

4. Time Management			
Visuals/Graphic	**Script/Audio**	**Programming/Animation Notes**	**Comments**
- Clock on left side of screen, text on right side. - Background color same as previous scene.	"Time management."	- Motion graphics rings transition. - Text timed with audio, pop dots entrance. - Clock slides down onto screen, ticking.	

5. Negative Impacts			
Visuals/Graphic	**Script/Audio**	**Programming/Animation Notes**	**Comments**
Red text, large words, font Alegreya Sans Extra Bold, slanted and spaced around screen.	"Without proper time management, virtual employees can become overwhelmed, stressed, and unproductive, causing harm	- Fade from grey transition. - New music begins: "My Stories," volume 4%. - Text timed with audio, pop entrance.	

	to their wellbeing and company success. In this video, we will offer some tips for you to best manage your time in a remote setting!"	● "Whoosh" sound effect for each word entrance.	

6. Meet Ace			
Visuals/Graphic	**Script/Audio**	**Programming/Animation Notes**	**Comments**
● Scene shows Ace at his desk at home (same as scene2) looking stressed and overwhelmed. ● Papers piled on desk, empty coffee cups, dirty dishes, messy room, distracting items nearby. ● Clock on wall in background. ● Thought bubble above Ace's head with items that he has to do today. ● Text "Poor Time Management" in thought bubble above dog's head. ● Ace typing ● Ace staring at papers ● Ace cleaning ● Ace playing video games	"Meet Ace. He's a virtual employee who works remotely from his home in New York City. This is his first week as a virtual employee, and seems to be having a hard time adjusting." "He has a lot on his plate today. Several emails to respond to, a meeting in an hour, a report to write, and a presentation to give with his team later. Can you guess why Ace is feeling so stressed?" "The answer is poor time management." "Ace spent too much time this week replying to less urgent emails…working too long on tasks…and even getting a little distracted… we're all human."	● Split vertical transition. ● Ace typing at his computer. ● Clock ticking on wall. ● Papers on desk pile higher. ● Thought bubble fades in. ● Images representing activities he has to do today fade into the thought bubble timed with audio. ● Thought bubble fades out. ● Dog's thought bubble with "Poor Time Management" fades in timed with audio. ● With each activity listed, Ace fades out and is replaced by other Aces doing different activities around the room. ● Ends with Ace looking at camera and scratching his head.	

	"But with proper time management, he could have avoided this situation!"		

7. Tip 1 – Distraction Free Work Space			
Visuals/Graphic	**Script/Audio**	**Programming/Animation Notes**	**Comments**
• Dark blue background, red heading. • Clock to the left. • First tip shown in checklist using green checkmark – "Create a distraction-free work space."	"Let's look at four tips for mastering time management in the virtual work environment!" "Number one – Create a distraction-free work space. This should be a space separate from your other living spaces where you can stay organized and focused. It also helps maintain boundaries between work and home life."	• Motion graphics rings transition. • Heading slides in from left. • Clocks pop in. • Text timed with audio, typing entrance effect.	

8. Ace Home Office			
Visuals/Graphic	**Script/Audio**	**Programming/Animation Notes**	**Comments**
• Ace in home office, neat piles, bookshelf, bulletin board, happy expression.	"Here Ace has created a home office in a brightly lit, neat room that does not contain distracting items such as video games. He can focus and produce quality work that he's proud of. Then, he can leave the room to relax at home."	• Slide left transition. • Ace typing, smiling.	

9. Tip 2- Establish Routine

Visuals/Graphic	Script/Audio	Programming/Animation Notes	Comments
- Same visual as scene 7 - Add second tip: "Establish a daily routine."	"Number two – Establish a daily routine. This helps provide structure that would normally be present in a traditional office setting. It also helps you manage energy levels by building in scheduled breaks."	Same transition and animation as scene 7.	

10. Ace Routine

Visuals/Graphic	Script/Audio	Programming/Animation Notes	Comments
Scene in bedroom, Ace is happy on treadmill in place of desk.	"Ace's new routine includes a morning work-out before breakfast…"	- Slide left transition. - Ace pedaling on treadmill.	

11. Ace Routine Pt. 2

Visuals/Graphic	Script/Audio	Programming/Animation Notes	Comments
- Scene in home office, Ace is working at desk in professional clothes. - Ace taking a stretch break. - Ace goes for a dog walk. - Ace is smiling/dancing.	"…8 AM sign-on dressed in work clothes, scheduled breaks, and an afternoon dog walk. He feels much more energized during the day, and his productivity has increased."	- Dissolve transition. - Ace fades between listed activities timed with audio. - Motion paths for Ace and dog to exit room. - Motions for stretching and cheering.	

12. Tip 3 – Prioritize and Time Track

Visuals/Graphic	Script/Audio	Programming/Animation Notes	Comments

- Same visual as scene 9 - Add third tip: "Prioritize tasks and time track."	"Number three – Prioritize tasks and time track. Decide what tasks are most urgent, create a to-do list, set a goal for what you need to accomplish, plan ahead by time blocking, and time track to ensure you reach your goal."	Same transition and animation as scene 9.	

13. Ace Prioritizing

Visuals/Graphic	Script/Audio	Programming/Animation Notes	Comments
- Scene of Ace facing away from camera, toward computer screen. Task on screen. To-do list to the side. Stop watch on top. - Use shapes to create illusion that Ace is turned around in chair.	"Ace feels a lot more prepared to work after making his list. He's able to juggle multiple tasks by time blocking for each item, and prioritizing tasks that are more complex and urgent."	- Slide left transition. - Email typing on screen.	

14. Tip 4 – Time Saving Techniques

Visuals/Graphic	Script/Audio	Programming/Animation Notes	Comments
- Same visual as scene 11 - Add fourth tip: "Use time-saving techniques."	"And last – Use time-saving techniques when you can. Batch processing and automating repetitive tasks can help maximize time and improve efficiency."	Same transition and animation as scene 11.	

15. Ace Time Saving			
Visuals/Graphic	**Script/Audio**	**Programming/Animation Notes**	**Comments**
• Same as scene 13 with Ace facing away from camera looking at screen. • On screen is an automated customer response email.	"Ace now has an automatic email reply for common customer questions that saves time, improves client satisfaction, and promotes company growth."	• Slide left transition. • Email pops up on screen timed with audio.	

16. Positive Results			
Visuals/Graphic	**Script/Audio**	**Programming/Animation Notes**	**Comments**
• Icons appear: arrows showing productivity, paper with quality stamp, graph showing growth. • Replaced by Ace happy dancing in the center, surrounded by light blue dots with text.	"Proper time management not only results in productivity, quality work, and company growth…" "…but also helps YOU reduce stress and burnout, improve mental health and wellbeing, stay organized, prevent mistakes, feel good about your work, and maintain healthy work-life balance."	• Iris circle transition. • Icons slide in timed with audio, then all slide out. • Ace fades in dancing. • Dots with text pop in timed with audio. • Balloons float upwards on screen during the list.	

17. Tip Checklist			
Visuals/Graphic	**Script/Audio**	**Programming/Animation Notes**	**Comments**
• Same list as scene 14.	"Although it takes practice, discipline, and intentional use of strategies, you too can achieve this lifestyle, starting with creating a	• Same transition and animation as scene 14.	

	distraction-free work space, establishing a routine, prioritizing and time tracking tasks, and using time-saving techniques."		

18. Conclusion			
Visuals/Graphic	**Script/Audio**	**Programming/Animation Notes**	**Comments**
• Logo center of screen. • Ace peeking from behind logo smiling.	"So, whether you're a new virtual employee at Summit Enterprises like Ace or a seasoned employee, let's take the first step in mastering time management today!	• Unpack transition. • Logo loop motion path to center of screen. • Ace is waving from behind logo.	