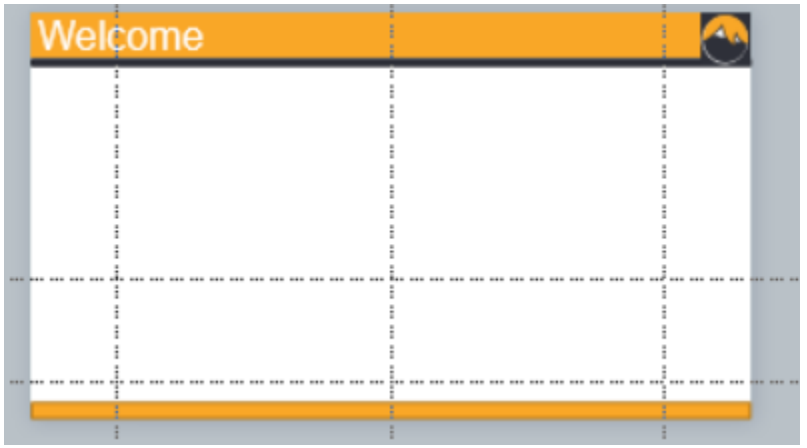
- Module Title: Time Management for Peak Leadership

Target Audience: The audience are employees of a talent development company who have experience with project development but are new to working in a remote or hybrid model.

Learning Objectives:

1. Create a weekly schedule using balancing strategies.
2. Develop a blocked or chunked online calendar.
3. Choose the appropriate virtual tool for the task (e.g., email versus meeting) to maximize work hours.

Learning Level: Understanding/Application



Outline:

- Title Page
- Navigation
- Welcome
- Introduce Scenario
- Learning Objectives
- Balancing Strategies
- Knowledge Check
- Guiding Principles
- Summary
- Assessment
- Congratulations

Font:
Arial (body)
Arial (bold; headings)
Arial (Italics; directions)

Color Palette:

Avatars:
Lance: Newly Remote Worker, Avatar *Mitchell*, Voice *Matthew*
Chloe: Experienced Remote worker, Avatar *Laura*, Voice *Danielle*

Global Instructions

- All slides and layers will show a custom top and bottom border using a custom color palette with a logo in the top right corner
- Use Modern Player in Storyline.
- Title bar Located top left
- Use custom color scheme for shapes throughout (see Color Palette on storyboard cover sheet); white font on colored background / black font on white background
- Text in [brackets] should not appear on the slide [or be recorded in voiceover (VO)]
- If text in a caption bubble (text bubble) is too long to display at once, fade-out/fade-in text in the caption (text bubble) and arrange sequentially on timeline
- Seekbar visible and controllable for learner on all slides and layers; Menu is “free” in the Player properties; option to adjust playback speed is available on all slides
- Slide numbers with letters (ex. 1.8a) indicate layers for corresponding slide number

Slide Title 1.1 Course Title			
Visual Display:	Slide Text:	Narration/Voiceover:	Animation/Interaction:
Logo Title Directions No top/bottom border	[Slide Title] **Time Management for Remote or Hybrid Workers**	Welcome to the Time Management for Remote or Hybrid Workers course.	The Start and Navigation buttons will fade in timed with the VO reference

Background image: Black and White Movie image of Clocks Swinging Course title set in semitransparent shape overlaying the background image Custom Start and Navigation buttons	[Directions] Click on the start button to begin the course. Click the Navigation button for a navigation tutorial. [Buttons] Start Navigation	If you are familiar with the course navigation player, click the Start button to begin. If you would like some guidance with navigating the course, click the Navigation button. When you're ready, let's get started.	The Start button will jump to slide 1.3 The Navigation button will jump to the next slide (slide 1.2)

Slide Title 1.2 Navigation			
Visual Display:	Slide Text:	Narration/Voiceover:	Animation/Interaction:
Theme Slide Player shows Menu on the left. Background image: Screen Shot of Title Slide in the player screen Markers that when hovered over will show with labels for player features	[Slide Title] Navigation [Directions] Use these options to navigate the course [Captions] Use the Next button to move to the next slide. Use the Prev button to go back to the previous slide.	Please take a moment to review the course player so you feel comfortable navigating through the course. Hover over the icons to see the feature and the description. When you feel comfortable with the navigation features, press the next button to start.	Create markers set to hover over player features.

	This button can be used to adjust the volume of the slide. Click the replay button to see the entire slide again. Use the seek bar to play, pause, or refresh the slide. Use the Play button to play video and audio. Select this button again to pause the video and audio. The Menu can be used to track your progress during this module.		

Slide Title 1.3 Welcome			
Visual Display:	Slide Text:	Narration/Voiceover:	Animation/Interaction:
Theme slide Black and white picture of a clock Orange box with text explaining the course	[Slide Title] Welcome [Captions] Increase productivity by improving how employees use tools such as calendars, messaging apps, video	With remote and hybrid work being the “new normal” for many companies, many have voiced a need for training on time management for virtual employees. They want to increase	Next button will be hidden from the slide initially. VO will begin at the start of the timeline. First group of text will fly in from the right when VO says: “They want to

	meetings, online workspaces, etc. Remote/hybrid employees want to achieve balance when they are “always connected” and have the ability to work anywhere at any time.	productivity by improving how employees use tools such as calendars, messaging apps, video meetings, online workspaces, etc. Most of all, remote/hybrid employees want to achieve balance when they are “always connected” and have the ability to work anywhere at any time.	increase” Second group of text will fly in from the right when VO says: “Most of all.” Next button will appear when VO is completed.

Slide Title 1.4 Workplace Scenario			
Visual Display:	Slide Text:	Narration/Voiceover:	Animation/Interaction:
Theme slide Photo of a laptop set up to look like a video conference The Chloe avatar will appear in the left orange box from the waste up looking concerned. Chloe’s text will appear in the gray caption box. When Chloe talks she will shift into talking.	[Title} Workplace Scenario [Captions] [Chloe] Good morning, Lance. I got your text. What’s going on? [Lance] I’m sorry Chloe, I didn’t get the project done. I was up	[Chloe] Good morning, Lance. I got your text. What’s going on? [Lance] I’m sorry Chloe, I didn’t get the project done. I was up all night but still didn’t have enough time. I feel like I spend too much time in meetings, answering	Next button will be hidden at the start of the timeline. Lance will fade in first, Chloe will fade in .50 after. All of Chloe’s text will appear in the gray box and will slide up when the next box is added. All of Lance’s text will

When Lance talks she will shift back into listening concerned. The Lance avatar will appear in the right orange box from the waste up looking upset. Lance's text will appear in the orange caption box. When his vo starts he will shift into talking When Chloe is talking he will shift into listening	all night but still didn't have enough time. I feel like I spend too much time in meetings, answering emails, and taking phone calls to have time to get anything done. [Chloe] It sounds like you need to work on your time management skills. I can give you some tips to help you if you want. [Lance] That would be great. Thank you.	emails, and taking phone calls to have time to get anything done. [Chloe] It sounds like you need to work on your time management skills. I can give you some tips to help you if you want. [Lance] That would be great. Thank you.	appear in the orange box and will slide up with the next box is added. Slide will automatically move onto the next slide when the timeline is complete

Slide Title 1.5 Learning Objectives			
Visual Display:	Slide Text:	Narration/Voiceover:	Animation/Interaction:
Theme Slide White background with black text and a blue bullet	[Title] Learning Objectives [Captions]	By the end of this course, you will be able to: Create a weekly schedule	Next button will be hidden at the start of the timeline. Chloe will fade in first

point for each objective Chloe avatar will be on the right gesturing towards the left	By the end of this course, you will be able to: Create a weekly schedule using balancing strategies. Develop a time blocked online calendar. Choose the appropriate virtual tool for the task to maximize employee work hours (e.g. email versus meeting.)	using balancing strategies. Develop a time blocked online calendar. Choose the appropriate virtual tool for the task to maximize employee work hours (e.g. email versus meeting.)	Text will be timed with audio and fly in from the left. Slide will automatically advance when the timeline on this slide ends.

Slide Title 1.6 Workplace Scenario 2 (hidden from the menu)			
Visual Display:	Slide Text:	Narration/Voiceover:	Animation/Interaction:
Theme slide Photo of a laptop set up to look like a video conference The Chloe avatar will appear in the left orange box from the waste up looking concerned. Chloe's text will appear in the gray caption box.	[Title] Workplace Scenario [Chloe] Lance, I know In a remote work environment, work/life balance can be hard to achieve. But, it's important for	[Chloe] Lance, I know In a remote work environment, work/life balance can be hard to achieve. But, it's important for preventing burnout. [Lance]	Next button will be hidden at the start of the timeline. Add audio noise for start of video conference Lance will fade in first, Chloe will fade in .50 after. All text will appear after a popping sound to emulate a

When Chloe talks she will shift into talking. When Lance talks she will shift back into listening concerned. The Lance avatar will appear in the right orange box from the waste up looking upset. Lance's text will appear in the orange caption box. When his vo starts he will shift into talking When Chloe is talking he will shift into listening	preventing burnout. [Lance] Chloe, I definitely feel burnt out after last night. I don't know how productive I'm going to be today. [Chloe] It's difficult to be productive when you are tired or stressed. Let's start by learning some balancing strategies you can use to maintain a healthy work/life balance. [Lance] Sounds good, Chloe.I'm ready.	Chloe, I definitely feel burnt out after last night. I don't know how productive I'm going to be today. [Chloe] It's difficult to be productive when you are tired or stressed. Let's start by learning some balancing strategies you can use to maintain a healthy work/life balance. [Lance] Sounds good, Chloe.I'm ready.	text conversation on a phone or computer. All of Chloe's text will appear in the gray box and will slide up when the next box is added. All of Lance's text will appear in the orange box and will slide up with the next box is added. Slide will automatically move onto the next slide when the timeline is complete

Slide Title 1.7 Balancing Strategies			
Visual Display:	Slide Text:	Narration/Voiceover:	Animation/Interaction:
Theme Slide	[Slide Title] Balancing Strategies	There are several strategies you can use to help balance	Hide the next button when the timeline starts

Photo of a balance scale on the left of the slide Chloe avatar gesturing to the left will be on the right side of the slide. Blue buttons on the right of the slide with white text Directions at the top of the slide in italics	 [Directions] Click on each button to learn more about the balancing strategy. [Buttons] Proactively manage your calendar. Pay attention to fragmented time. Practice boundary setting. Build in breaks. Practice energy management.	your time. When used consistently, you will find that you will be more organized, less stressed, and much more productive. These strategies are: Proactively manage your calendar. Pay attention to fragmented time. Practice boundary setting. Build in breaks. Practice energy management. Click each button to learn more about the balancing strategies.	 The VO will start with Narrator when the timeline starts Time the tabs to fly in from the right timed with the VO. The directions will fly in from the right timed with the VO All tabs should have a normal, hover, and visited state. Change the state of the next button to normal when all the tabs are visited.

Slide Title 1.7.1 Balancing Strategies			
Visual Display:	Slide Text:	Narration/Voiceover:	Animation/Interaction:
Orange rectangle with a blue outline covering the blank space between the theme slide with a transparency of 30. Video of a calendar image on the right underneath the	[Title] Proactively manage your calendar. [Bullet Points] ● Set aside time every week to set up your	When you don't proactively manage your calendar, it's easy to overextend yourself and agree on meetings or phone calls that will make it difficult for you to finish the projects you're responsible	Don't allow the slide to close out on the x until the timeline is complete Time bullet points with VO Bullet points will fly in from

rectangle. Orange rectangle solid with white text on the right of the slide. Dark Blue bullets in the orange rectangle aligned to the right.	calendar for the following next two weeks. ● Maintain consistency. Treat this as you would any other planned meeting by blocking off that time.	for. I recommend you: Set aside time every week to set up your calendar for the following two weeks. I usually do this on Friday and I have it in my schedule as Calendar Setup. And it's important to: Maintain consistency. Treat this as you would any other planned meeting by blocking off that time.	the left.

Slide Title 1.7.2 Balancing Strategies			
Visual Display:	Slide Text:	Narration/Voiceover:	Animation/Interaction:
Orange rectangle with a blue outline covering the blank space between the theme slide with a transparency of 30. Video of a calendar image on the right underneath the rectangle. Orange rectangle solid with white text on the right of the slide.	[Title] Pay attention to fragmented time. [Bullet Points] ● Fragmented time is the small pockets of 15 to 30 minute blocks of time that exist between scheduled meetings. ● These moments can work well as	It's also important to pay attention to fragmented time. Fragmented time is the 15 to 30 minute blocks of time that exist between scheduled meetings. These moments can work well as breathing space if planned intentionally. Use these moments to stretch, get a cup of coffee, take a walk, excetera. Give	Don't allow the slide to close out on the x until the timeline is complete Time bullet points with VO Bullet points will fly in from the left.

Dark Blue bullets in the orange rectangle aligned to the right.	breathing space if planned intentionally. ● It's important that you're intentional about the ratio of fragmented to focused time you allow in your schedule.	yourself a break to relax and then refocus. However, it's important that you're intentional about the ratio of fragmented to focused time you allow in your schedule. If you know you have 30 minutes between meetings, plan ahead what you're going to do in that time when you're setting up your schedule.	

Slide Title 1.7.3 Balancing Strategies			
Visual Display:	Slide Text:	Narration/Voiceover:	Animation/Interaction:
Orange rectangle with a blue outline covering the blank space between the theme slide with a transparency of 30. Video of a calendar image on the right underneath the rectangle. Orange rectangle solid with white text on the right of the slide.	[Title] Practice setting boundaries. [Bullet Points] Work ● Establish set office hours and stick to them ● Collaborate with your team on what times should be focus time and what times you	One of the hardest things to do when working from home is setting the boundaries between your home and professional life. With work I recommend you Establish set office hours and stick to them. If your day ends at 5pm, walk away at 5pm. It's also important to Collaborate with your team on what times should be	Don't allow the slide to close out on the x until the timeline is complete Time bullet points with VO Bullet points will fly in from the left

Dark Blue bullets in the orange rectangle aligned to the right.	can be available for meetings and unplanned phone calls. Home ● Make sure you are planning your personal time. ● If you're sharing your living space, get structured about space and work hours.	focus time and what times you can be available for meetings and unplanned phone calls. At home In addition to your workday schedule, make sure you're planning your personal time. This can include meal times, workouts, and taking care of pets and children. If you're sharing your living space, get structured about space and work hours. Coordinate your schedules proactively so all of your needs are met, but also make sure that if you shouldn't be interrupted, they will respect this boundary.	

Slide Title 1.7.4 Balancing Strategies			
Visual Display:	Slide Text:	Narration/Voiceover:	Animation/Interaction:
Orange rectangle with a blue outline covering the blank space between the theme slide with a transparency of 30. Video of a calendar image	[Title] Build in breaks. [Bullet Points] ● Make sure you're	If you haven't already within your fragmented time, make sure you're building in intentional breaks between tasks.	Don't allow the slide to close out on the x until the timeline is complete Time bullet points with VO

on the right underneath the rectangle. Orange rectangle solid with white text on the right of the slide. Dark Blue bullets in the orange rectangle aligned to the right.	building in intentional breaks between tasks. ● This can be a 5 minute breather to get a cup of coffee, stretch, go to the restroom, grab a snack, etc. Add reduce stress	This can be a 5 minute breather to get a cup of coffee, stretch, go to the restroom, grab a snack, excetera. Breaks are an important refresh and restart which will help you manage your stress level and allow you to be more productive.	Bullet points will fly in from the left

Slide Title 1.7.5 Balancing Strategies			
Visual Display:	Slide Text:	Narration/Voiceover:	Animation/Interaction:
Orange rectangle with a blue outline covering the blank space between the theme slide with a transparency of 30. Video of a calendar image on the right underneath the rectangle. Orange rectangle solid with white text on the right of the slide. Dark Blue bullets in the orange rectangle aligned to	[Title] Practice energy management. [Bullet Points] ● Pay attention to when you are most focused and productive. ● Align your calendar to those energy windows. ● Coordinate with your team to align energy windows	One of the luxuries of working remotely is you can practice energy management. Pay attention to when you're most focused and productive. Some people are morning people, where others get more done in the afternoon or the evening. If you aren't sure, I suggest you pause every hour (maybe even setting a timer) and rate your energy level. Then	Don't allow the slide to close out on the x until the timeline is complete Time bullet points with VO Bullet points will fly in from the left

the right.		track your energy levels overtime to identify patterns. When you have established a pattern, align your calendar to those energy windows. Also, coordinate with your team to align those energy windows so the entire team can work during the times they are the most productive.	

Slide Title 1.8 Workplace Scenario 3			
Visual Display:	Slide Text:	Narration/Voiceover:	Animation/Interaction:
Follow the style of the previous Workplace Scenario Slides. Lance will be talking, happy and listening happy Chloe will be listening happy and talking happy	[Title] Workplace Scenario	[Lance] Wow, Chloe. Those are great strategies. But that's a lot of information to process. [Chloe] It is a lot of information. Let's check for your understanding before we move on.	Follow the same animation as all previous Workplace Scenario slides.

Slide Title 1.10 Workplace Scenario 4			
Visual Display:	Slide Text:	Narration/Voiceover:	Animation/Interaction:
Follow the style of the previous Workplace Scenario Slides. Lance will be talking, happy and listening happy Chloe will be listening happy and talking happy	[Title] Workplace Scenario	[Chloe] Now that you have a firm understanding of the Balancing Strategies you can use to build your schedule. Let's talk about different ways you can organize your schedule so you can optimize your time during the work day. [Lance] Ok, sounds great.	Follow the same animation as all previous Workplace Scenario slides.

Slide Title 1.11 Schedule Definitions			
Visual Display:	Slide Text:	Narration/Voiceover:	Animation/Interaction:
Theme Slide Chloe will be on the right	[Title] Blocked vs Fragmented Schedules	Do you remember when we talked about proactively managing your calendar?	Slide will fade in Directions will fly in from the

hand side of the slide talking and gesturing to the left. 2 Buttons with the dark blue theme color and white text.	[Directions] Select the buttons below for the descriptions of blocked and fragmented schedules. [Buttons] Blocked Schedule Fragmented Schedule	Now we will apply this strategy and go over two ways to build your schedule, a fragmented schedule and a blocked schedule. Choosing the best approach will help you effectively manage your time and improve your productivity. Select the buttons below for the descriptions of blocked and fragmented schedules.	right with the VO The buttons will fly in from the left with the VO Buttons will trigger their title layers

Slide Title 1.11.1 Fragmented Schedule Description			
Visual Display:	Slide Text:	Narration/Voiceover:	Animation/Interaction:
	[Title] ● Less proactive and less structured with your time. ● Easy to get distracted or try to multitask when you should be focused on the task at hand. ● Feel overwhelming when looking at your calendar because it's	When you don't apply the balancing strategies to your schedule, you will often find yourself with a fragmented schedule. In a fragmented schedule, you are less proactive and less structured with your time. It becomes easy to get distracted or try to multitask	

	not organized and may lead to important tasks to be missed. ● More difficult to build in consistent breaks.	when you should be focused on the task at hand. It can feel overwhelming when looking at your calendar because it's not organized and may lead to important tasks to be missed. It is also more difficult to build in consistent breaks.	

Slide Title 1.11.2 Blocked Schedule Description			
Visual Display:	Slide Text:	Narration/Voiceover:	Animation/Interaction:
	[Title] ● Allocate specific blocks of time for specific tasks or activities. ● Time blocking provides a structured approach. ● Minimizing multitasking and interruptions. ● Provides a clear framework for managing tasks efficiently.	Time blocking is a powerful time management technique. In a blocked schedule, you allocate specific blocks of time for specific tasks or activities. Rather than a traditional to do list, Time blocking provides a structured approach. For example, you might dedicate the morning to	

		answering emails, the afternoon to meetings, and the evenings to focused project work. This technique increases productivity by minimizing multitasking and interruptions. It also provides a clear framework for managing tasks efficiently	

Slide Title 1.12 Setting up a blocked schedule			
Visual Display:	Slide Text:	Narration/Voiceover:	Animation/Interaction:
Theme Slide Chloe on the right of the slide	[Title] Setting up Your Blocked Schedule [Check list] Identify your priorities. Choose your scheduling method. Divide your time into blocks. Be realistic. Prioritize tasks. Include breaks Stick to your schedule Review and adjust	At Peak Leadership, we recommend setting up a Blocked Schedule. In addition to keeping your balancing strategies in mind there are other steps to consider. These are: Identify your priorities. Choose your scheduling method. Divide your time into blocks. Be realistic. Prioritize tasks. Include breaks	

	Click on the icons to learn more about the steps to set up a blocked schedule.	Stick to your schedule Review and adjust Here is a guide to help you set up a blocked schedule. Click on the icons to learn more about the steps to set up a blocked schedule.	

Slide Title 1.13 Compare Schedules			
Visual Display:	Slide Text:	Narration/Voiceover:	Animation/Interaction:
	[Title] Compare Schedules	It may be helpful to compare what the schedules look like side by side. Select the buttons to compare blocked and fragmented schedules.	

Slide Title 1.9 Knowledge Check			
Visual Display:	Slide Text:	Narration/Voiceover:	Animation/Interaction:
Theme Slide	[Title] Knowledge Check	Lance, I'm going to show you four schedules. Decide	

		if they are fragmented or blocked schedules.	

Slide Title 1.14 Workplace Scenario 5			
Visual Display:	Slide Text:	Narration/Voiceover:	Animation/Interaction
	[Title] Workplace Scenario	[Chloe] When you're planning your blocked schedule, you not only need to keep the balancing strategies in mind, Also the most efficient way to interact with your team. [Lance} What do you mean? [Chloe] You want to set up a schedule that helps you manage your time. But, also respect the time management of your team. [Lance] Do you mean phone calls versus video calls?	

		[Chloe] There are a lot of virtual tools to choose from. Each tool can be used for specific tasks. Knowing which tool will optimize time management is key. Let's go over the considerations for each tool. [Lance] That would be helpful.	

Slide Title 1.15 Virtual Tools			
Visual Display:	Slide Text:	Narration/Voiceover:	Animation/Interaction:
	[Title] Virtual tools [Directions] Click the buttons for details. [Buttons] Assess the Task Requirements	In order to choose the right virtual tool to maximize your teams time depends on several factors. This includes: the nature of the task, the preferences of the team, the technology available, and the desired level of interaction. Here's a	Accordion animation

	Team Preferences Tech Constraints Assess Team Preferences	step-by-step guide to help you choose. Select on the buttons for details.	

Slide Title 1.15.1 Virtual Tools			
Visual Display:	Slide Text:	Narration/Voiceover:	Animation/Interaction:
	[Title] Assess the Task Requirements [text] Consider the type of work that needs to be done. Is it collaborative or individual? Does it involve brainstorming, presentations, or discussions? Different tasks may require different virtual methods.	When you are deciding what tool to use in order to optimize you and your teams work efficiency, it's important to Consider the type of work that needs to be done. Is it collaborative or individual? Does it involve brainstorming, presentations, or discussions? Different tasks may require different virtual methods.	

Slide Title 1.15.2 Virtual Tools			
Visual Display:	Slide Text:	Narration/Voiceover:	Animation/Interaction:
	[Title]	When choosing a virtual	Team preferences: how

	Team Preferences [Text] Take into account the preferences and comfort levels of your team members. Some might prefer video conferencing for face-to-face interaction, while others might prefer asynchronous communication methods like email or messaging.	tool, it is vital to discuss the options with your team beforehand, then… Take into account the preferences and comfort levels of your team members. Some might prefer video conferencing for face-to-face interaction, while others might prefer asynchronous communication methods like email or messaging. When assigned a new task, check in with the team so you can coordinate your preferred tools and optimize each individual's time management.	does one find this out? Is this something they just get a feel for over time? Maybe add some more to this to help them ascertain how they might figure this out.

Slide Title 1.15.3 Virtual Tools			
Visual Display:	Slide Text:	Narration/Voiceover:	Animation/Interaction:
	[Title] Technology Constraints [Text]	When choosing a virtual tool, Evaluate the technology	tech constraints: Go into more depth here; if there ARE bandwith limitations, how should the learner

	Evaluate the technology available to your team. Ensure that the chosen virtual method is compatible with the devices and software your team uses. Consider bandwidth limitations, especially if team members are working from different locations.	available to your team. Ensure that the chosen virtual method is compatible with the devices and software your team uses. Also, Consider bandwidth limitations, especially if team members are working from different locations. You may have to make a plan to either meet in person if possible, collaborate over the phone, or choose a tool that works better for that team members tech constraints.	react differently. Is this, for example, a time where an in-person meeting is better? What if that's not possible (especially in the case you provided about being in different locations). Be sure to tell the learner what to DO with that information.

Slide Title 1.15.4 Virtual Tools			
Visual Display:	Slide Text:	Narration/Voiceover:	Animation/Interaction:
	[Title] Assess the Interaction Needed [Text] Determine how much interaction is required for	For each new task, work with your team to: Determine how much interaction is required for the task.	

	the task. For highly collaborative tasks, real-time communication methods like video conferencing or instant messaging might be more appropriate. For tasks that require independent work, asynchronous methods like email or project management tools might suffice.	For highly collaborative tasks, real-time communication methods like video conferencing or instant messaging might be more appropriate. For tasks that require independent work, asynchronous methods like email or project management tools might suffice. Click the next button to learn more about the virtual tools and how they can improve time management.	

Slide Title 1.16 Virtual Tools			
Visual Display:	Slide Text:	Narration/Voiceover:	Animation/Interaction:
	[Title] Virtual Tools [Directions] [Card Titles] [Card 1 front] Video Conferencing	The best way to Increase productivity is by improving how you can use tools such as messaging apps, video meetings, online workspaces, etcetera. It is important that you are familiar with all of the virtual	

	[Card 1 back] Ideal for face-to-face meetings presentations brainstorming sessions discussions where visual cues are important. Examples: ● Google Meet ● Zoom ● Microsoft Teams [Card 2 front] Instant Messaging [Card 2 back] Suitable for quick questions, updates, and informal communication. Examples: ● Slack ● Microsoft Teams ● WhatsApp [Card 3 front] Email [Card 3 back] Effective for formal communication, sharing documents, providing feedback, and	tools available. When used correctly, they can maximize you and your team's time management. Here are some of the most popular virtual tools. Click on the cards to learn more, use the arrows to navigate the deck. [On card 6] If you need to review, you can navigate back through the deck. If you are ready to move on, click the next button.	

	communicating with external stakeholders. Examples: ● Gmail ● Outlook ● ProtonMail [Card 4 Front] Project Management Tools [Card 4 Back] Helpful for tracking tasks, assigning responsibilities, and collaborating on projects. These tools facilitate task management and collaboration. Examples: ● Trello ● Asana ● Jira [Card 5 Front] Collaborative Documents [Card 5 Back] Useful for real-time collaboration on documents, spreadsheets, and presentations. These tools allow multiple users to work		

	on the same document simultaneously. Examples: ● Google Docs ● Microsoft Office Online ● Dropbox Paper [Card 6 Front] Virtual Whiteboard [Card 6 Back] Great for brainstorming, visualizing ideas, and collaborating on diagrams or mind maps. These tools provide virtual whiteboard functionality. Examples: ● Miro ● MURAL ● Stormboard		

Slide Title 1.16.1			
Visual Display:	Slide Text:	Narration/Voiceover:	Animation/Interaction:
	[Title]	Video conferencing is ideal	

		for face-to-face meetings, presentations, and brainstorming sessions discussions where visual cues are important. Some examples are: ● Google Meet ● Zoom ● Microsoft Teams	

Slide Title 1.16.2			
Visual Display:	Slide Text:	Narration/Voiceover:	Animation/Interaction:
	[Title]	Instant Messaging is suitable for quick questions, updates, and informal communication. Some examples are: ● Slack ● Microsoft Teams ● WhatsApp	

Slide Title 1.16.3			
Visual Display:	Slide Text:	Narration/Voiceover:	Animation/Interaction:
	[Title]	Email is effective for formal communication, sharing documents, providing feedback, and communicating with external stakeholders. Some examples are: ● Gmail ● Outlook ● ProtonMail	

Slide Title 1.16.4			
Visual Display:	Slide Text:	Narration/Voiceover:	Animation/Interaction:
	[Title]	Project management tools are helpful for tracking tasks, assigning responsibilities, and collaborating on projects. These tools facilitate task management and collaboration.	

		Some examples are: • Trello • Asana • Jira	

Slide Title 1.16.5			
Visual Display:	Slide Text:	Narration/Voiceover:	Animation/Interaction:
	[Title]	Collaborative documents are useful for real-time collaboration on documents, spreadsheets, and presentations. These tools allow multiple users to work on the same document simultaneously. Some examples are: • Google Docs • Microsoft Office Online • Dropbox Paper	

Slide Title 1.16.6

Visual Display:	Slide Text:	Narration/Voiceover:	Animation/Interaction:
	[Title]	VIrtual Whiteboards are great for brainstorming, visualizing ideas, and collaborating on diagrams or mind maps. These tools provide virtual whiteboard functionality. Examples: ● Miro ● MURAL ● Stormboard If you need to review, you can navigate back through the deck. If you are ready to move on, click the next button.	

Slide Title			
Visual Display:	Slide Text:	Narration/Voiceover:	Animation/Interaction:
	[Title]		

Slide Title

Visual Display:	Slide Text:	Narration/Voiceover:	Animation/Interaction:
	[Title]		

Slide Title			
Visual Display:	Slide Text:	Narration/Voiceover:	Animation/Interaction:
	[Title]		

Slide Title			
Visual Display:	Slide Text:	Narration/Voiceover:	Animation/Interaction:
	[Title]		

Slide Title			
Visual Display:	Slide Text:	Narration/Voiceover:	Animation/Interaction:
	[Title]		

Slide Title			
Visual Display:	Slide Text:	Narration/Voiceover:	Animation/Interaction:
	[Title]		

Slide Title summary			
Visual Display:	Slide Text:	Narration/Voiceover:	Animation/Interaction:
	[Title]	You have now learned to: Create a weekly schedule using balancing strategies. Develop a time blocked online calendar. Choose the appropriate virtual tool for the task (e.g. email versus meeting.)	

Slide Title graded quiz

Visual Display:	Slide Text:	Narration/Voiceover:	Animation/Interaction:
	[Title]	It's time for you to show what you have learned. There are 5 Questions… …you must receive 80% to pass… …you may retake the test 1 time.	

Slide Title			
Visual Display:	Slide Text:	Narration/Voiceover:	Animation/Interaction:
	[Title]	Select the virtual method that best suits the task and team dynamics. Match the tool to the virtual method. Incorrect, remember, these virtual tools can help each team member manage their time. It's important to know how they can be used in the work setting. Select	

		Continue to move on Try again. Think about how each virtual tool can be used to help your team. Select the continue button to try again. Correct. You are ready to move on. Select the continue button to move on.	

Slide Title Results slide			
Visual Display:	Slide Text:	Narration/Voiceover:	Animation/Interaction:
	[Title]	Pass: Nice job! You passed. You have learned a lot of time managements strategies, how to build a blocked schedule, and how to work with virtual tools in order to optimize your time management and be more productive. Click Review to see your results or click Continue to move on. Failure:	

		I'm sorry you didn't pass. Click Review to see your results or click Retry Quiz to take the quiz again.	

		Congratulations! You have completed the Time Management for Remote or Hybrid Workers course. If you need a refresher, you can always return to the course. If you are ready to move on, click the complete button to exit the course.	

Setting Up Your Blocked Calendar
Which action(s) does this section map to?
Time block their calendars for meetings, tasks, and focus time.
Which terminal LO(s) does this section map to? (copy/paste the LO)
Develop a time blocked online calendar.
Information / details

Setting up a blocked schedule involves dividing your time into specific blocks dedicated to different tasks or activities. Here's a step-by-step guide to help you set up a blocked schedule:

- **Identify your priorities:** Determine the most important tasks or activities you need to accomplish each day or week. These could include work projects, studying, exercise, personal time, etc.
- **Choose your scheduling method:** Decide whether you'll use a digital calendar, a planner, or a scheduling app to create your blocked schedule. Choose a method that you're comfortable with and that suits your needs.
- **Divide your time into blocks:** Allocate specific blocks of time for different activities throughout your day. For example, you might have a block for work or studying in the morning, a block for exercise in the afternoon, and a block for relaxation or hobbies in the evening.
- **Be realistic:** Make sure to allocate enough time for each activity, taking into account how long it typically takes you to complete tasks. Be realistic about how much you can accomplish in a given time frame to avoid overloading your
- schedule.
- **Prioritize tasks**: Schedule your most important or challenging tasks during times when you're most alert and focused. For many people, this is in the morning, but it can vary depending on your individual preferences and energy levels.
- **Include breaks:** Don't forget to schedule short breaks between tasks to rest and recharge. Taking regular breaks can help improve productivity and prevent burnout.
- **Stick to your schedule:** Once you've created your blocked schedule, try to stick to it as much as possible. Of course, it's okay to be flexible and make adjustments as needed, but having a consistent schedule can help you stay organized and focused.
- **Review and adjust:** Periodically review your schedule to see what's working well and what isn't. Adjust your blocks as needed to better reflect your priorities and to accommodate any changes in your routine or workload.