

Video Title: Remote Work Best Practices

Target Audience: Adults ages 20-40 working from home

Learning Objectives:

1. **Identify** the key components of an effective remote work setup, including workspace organization and ergonomic tools.
2. **Develop** a structured daily routine that promotes productivity and work-life balance in a remote environment.
3. **Utilize** digital tools and platforms effectively for communication, collaboration, and task management.
4. **Apply** strategies to minimize distractions and enhance focus during remote work hours.
5. **Demonstrate** an understanding of practices that support mental and physical well-being while working remotely.

Outline:

- Introduction
- Tips
 - * **Create dedicated work space.**
Well lit, quiet, space just for work
 - * **Stick to a routine**
Start day at the same time
Take regular breaks
Finish work at a set time
 - * **Communication**
Video calls, instant messaging, emails
 - * **Time management**
Plan your day
Prioritize tasks
Set realistic goals
Schedule breaks
 - * **Prioritize your health**
Stretch regularly
Eat balanced meals
 - * **Maintain healthy work life balance**
Set boundaries
Focus on personal time
- Summary

Characters: Middle aged woman working from home

Directions for Reviewer(s):

- Please focus on accuracy and completeness of the content during this review cycle.
- Please do not edit the content in this storyboard, but instead make any notes in the notes section for each slide.

1. Welcome			
Visuals/Graphic	Script/Audio	Programming/Animation Notes	Comments
Character working in home office Narrator in circle on wall	Welcome to our video on remote work best practices. Whether you're new to remote work or a seasoned pro, these tips will help you stay productive, maintain work-life balance, and stay connected with your team.	Title animation	

2. Dedicated work space			
Visuals/Graphic	Script/Audio	Programming/Animation Notes	Comments
Character moving a chair to a desk <ul style="list-style-type: none">• Showing well lit room• Carrying laptop to desk	Start by creating a dedicated workspace. Choose a quiet, well-lit area where you can focus without distractions. This helps establish	Character moves pushing chair behind desk Character stands next to lamp Character carries laptop All synced with audio	

	boundaries between work and home life.		
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3.			
Visuals/Graphic	Script/Audio	Programming/Animation Notes	Comments
Character sitting at desk in home office	This space is just for work!		

4. Stick to a routine			
Visuals/Graphic	Script/Audio	Programming/Animation Notes	Comments
Character in kitchen Dog eating Breakfast on counter Eating with husband Taking coffee break Scene switches to character leaving office with laptop closing	Stick to a routine just like you would in the office. Start your day at the same time, take regular breaks, and finish work at a set time to avoid burnout Upbeat music Fades out with narrator	Character moves into scene from right to left Looking at watch Eating with husband Holding a coffee cup Leaving office and laptop closing All synced with audio	

5. Communication			
Visuals/Graphic	Script/Audio	Programming/Animation Notes	Comments
Character in home office on video call with co-workers	Communication is key. Use video calls, instant messaging, and emails to stay in touch with your team. Be clear and concise, and don't hesitate to ask questions or share updates.	Character is sitting in chair on video call	

6. Time management

Visuals/Graphic	Script/Audio	Programming/Animation Notes	Comments
Character looking on to do list and writing down tasks for the day	Time management is crucial when working remotely. Plan your day, prioritize tasks, and set realistic goals.	Character standing and looking at notes Character sitting at desk writing	

7. Take breaks

Visuals/Graphic	Script/Audio	Programming/Animation Notes	Comments
Character going outside to take a break Sitting at patio Drinking a cup of tea	Don't forget to schedule short breaks to recharge.		

8. Prioritize your health

Visuals/Graphic	Script/Audio	Programming/Animation Notes	Comments
Character stretching and eating a balanced meal	Don't overlook your health. Stretch regularly, stay hydrated, and eat balanced meals. A healthy body supports a focused mind.	Character stretching in office In kitchen eating a healthy meal	

9. Maintain work life balance

Visuals/Graphic	Script/Audio	Programming/Animation Notes	Comments
Character in backyard with friends and family having a bbq	Maintain a healthy work-life balance by setting boundaries. When the workday ends, unplug, and focus on personal time. This helps you recharge for the next day	Character talking with friends Family eating at patio table Husband cooking at grill Dogs wagging their tails	

10. Summary

Visuals/Graphic	Script/Audio	Programming/Animation Notes	Comments
Character working in office Checklist to summarize tips	To recap: Create a workspace, stick to a routine, communicate effectively, manage your time, prioritize your health, and maintain work-life balance. With these tips, you'll thrive in remote work!	Checklist slides in from right to left synced with audio	

11. Thank you!

Visuals/Graphic	Script/Audio	Programming/Animation Notes	Comments
Thank you for watching callout	Thank you for watching	Animated callout	

Visuals/Graphic	Script/Audio	Programming/Animation Notes	Comments