

Outline and Microlearning Storyboard

Target Audience:

All employees at X Company

Main Objective:

X company has noticed an increase in teammember idle time and lower productivity during the workday. This video aims to bring awareness to the amount of time wasted during the workday and give employees actionable strategies to manage time more effectively and efficiently.

Learning Objectives:

- Identify 5 common causes of wasted time in the workplace
- Identify 5 strategies to improve time management

Outline:

Identify common causes of wasted time in the workplace

- Checking emails
- Personal Conversations
- Browsing Social Media
- Frequent distractions
- Conducting menial and repetitive tasks

Identify 5 strategies to improve time management

- Set Reminders
- Create Daily Planner
- Give Each Task a Time Limit
- Block Out Distractions
- Establish Routine

Tool: Camtasia

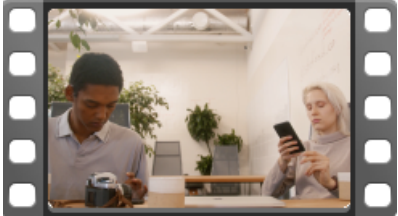
Microlearning Storyboard:

5 Tips For Managing Time At Work- Storyboard

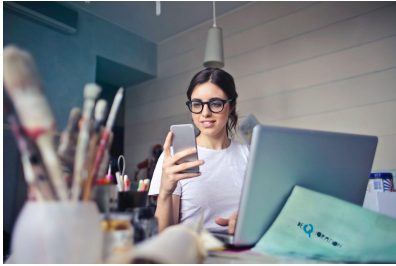
0	Screen Title: Title			
	Audio:	On-Screen Text:	On-Screen Graphics:	Description of Elements:
	<i>Upbeat intro music</i>	5 Tips For Managing Time At Work		Since this is my first sample, I am not yet familiar with all of the animations. Typically, I would fill out this section to include behaviors, animations, etc. Since this is my first time working with Camtasia, could I fill out this section after I have played with it building this course?

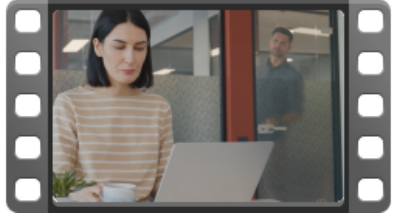
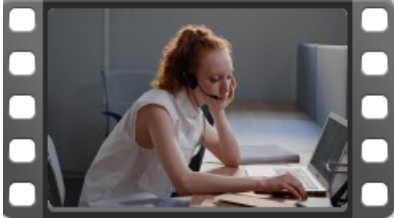
1	Screen Title: Intro			
	Audio:	On-Screen Text:	On-Screen Graphics:	Description of Elements:
	<i>Upbeat background music playing quietly throughout.</i> How much time do you waste at work during the day? Wasting time at work has been described by experts as “an epidemic” in			

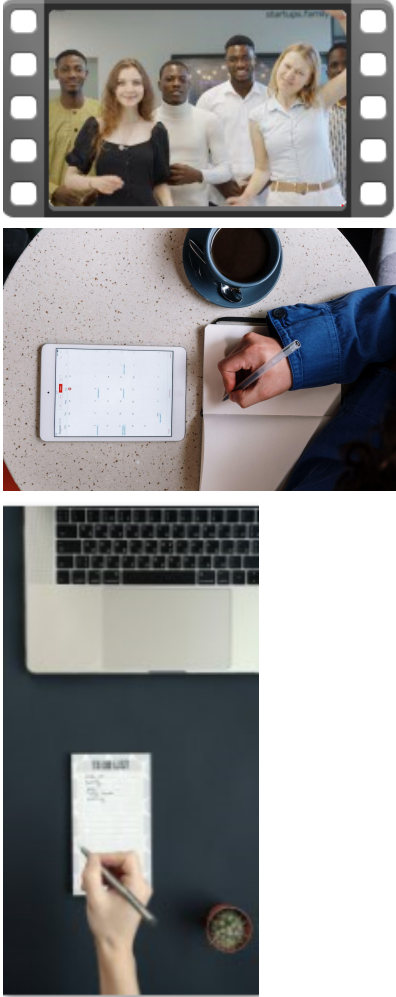
the workplace. A recent survey concluded 89% of people admit to wasting time at work and the top 10th percentile waste upward of 3 and a half hours per day!			
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2 Screen Title: What Are People Doing?			
Audio:	On-Screen Text:	On-Screen Graphics:	Description of Elements:
So, what are people doing during this time?			
Checking emails, though a seemingly effective means of office communication, takes up a significant chunk of time. On average, employees check their emails up to 121 times in a single day!			

				
	About an hour a day is spent texting, taking personal calls, reading messages, and chatting with co-workers.			

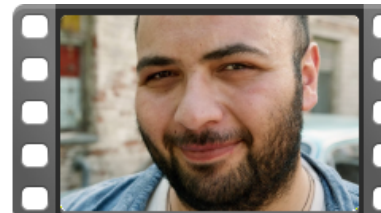
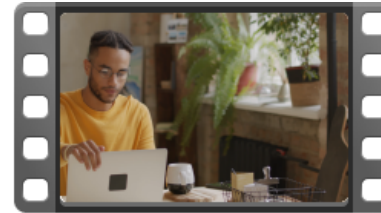
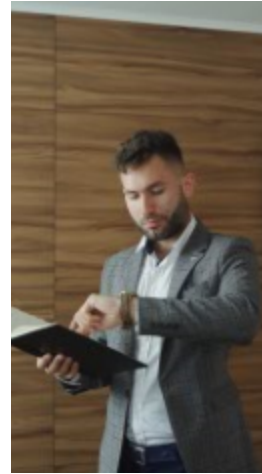
				
	7 and a half hours per week are spent browsing social media.			

Some employees reported distractions occurring every 11 minutes and it taking upward of 25 minutes to refocus after a distraction.		 	
An equivalent of 50 days per year are wasted doing repetitive, menial tasks.		  	

3	Screen Title: Effective Time Management Strategies			
	Audio:	On-Screen Text:	On-Screen Graphics:	Description of Elements:
	What can you do to be sure these common distractions don't lessen your productivity? 1) Create a daily planner. Make a list or calendar entries for your tasks to accomplish within the day. Make note of meetings or project deadlines and make sure to tick off the tasks you have completed. 2) Set reminders for all your tasks. Set timers and reminders for meetings and deadlines. 3) Give each task a time limit. In your daily schedule, note how long you think each task will take. When your designated time is finished, stop and come back to that task later. This gives you a fresh perspective on the task and helps you to work more efficiently. 4) Block out common distractions. Turn off instant notifications for emails and messages.			

Instead, designate a block of time to check emails and save social media and shopping breaks for after the workday ends.

- 5) Establish routine. Create a routine that allows you to give attention to various aspects of your position within the day or week. This allows you to better handle when a chaotic day comes along and leaves you prepared and able to tackle your responsibilities.



			
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4 Screen Title: Closing			
Audio:	On-Screen Text:	On-Screen Graphics:	Description of Elements:
Distractions are inevitable and with all of them vying for our attention, we must plan for ways to be intentional with managing our time. Utilize these 5 time-management strategies and you will surely see a boost in your work focus, productivity, and work satisfaction.			

