

Video Title: Mastering the Clock: A Journey into Effective Time Management

Introduction: Hello and welcome to this video where you will learn what time management is and strategies for effective time management in the workplace. I am Sarah and you will follow me on my time management journey!

Target Audience: Professionals in the workplace who struggle to manage their time effectively.

Learning Objectives:

1. Recall the definition of time management.
2. Identify strategies for effective time management.

Outline:

- **Introduction**
- **Sarah's Story**
- **What is time management?**
- **Time Management Strategies**
 - **Prioritize Tasks**
 - **Set Smart Goals**
 - **Create daily Schedule**
 - **Utilize Technology**
 - **Incorporate Short Breaks**
- **Conclusion**

Characters:

- Sarah-Main Character
- Time Titan-Sarah's Mentor
- Dr. Procrastination-Villain

Color Palette:




#D2F6C6

#F29D60

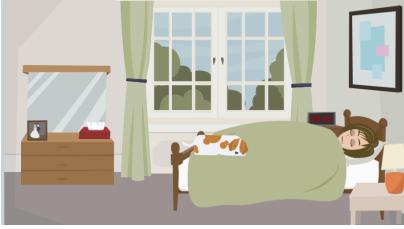
Seat Time: 5 minutes


Directions for Reviewer(s):


- Each table below represents one scene in the video
- Audio begins .5 seconds after the scene starts, unless noted otherwise.
- Fonts:
 - League Gothic (title)
 - Telex (text)
 - Raleway-Extra Bold (strategy title banner)
- Please leave comments/suggestions/changes in the “Comments” column on the right.

| 1. Introduction | | | |
|---|--|---|----------|
| Visuals/Graphic | Script/Audio | Programming/Animation Notes | Comments |
|  <p>The background of the scene is green. On the right side is a</p> | <p>[Sarah]</p> <p>Hello and welcome to this video where you will learn what time management is and strategies for effective time management in the workplace. I am Sarah and you will follow</p> | <ul style="list-style-type: none">• Use a blinds-horizontal entrance for the title• Sarah is talking | |


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| <p>transparent black rectangle that takes up half the scene. The title sits inside the black rectangle. The title font is white and it is centered in the rectangle. Sarah is on the left hand side speaking. She is zoomed in so her whole body does not show.</p> | <p>me on my time management journey!</p> | | |
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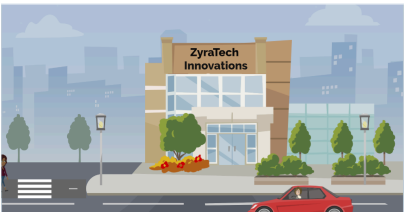
| 2. Meet Sarah | | | |
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| Visuals/Graphic | Script/Audio | Programming/Animation Notes | Comments |
|  <p>The scene opens with Sarah laying in bed. She sits up once the alarm rings. When she realizes she is late she jumps out of bed and runs into the bathroom. Sarah is wearing her pajamas and looking down at the watch on her wrist.</p> | <p>[Sarah] Oh no I overslept again! What is wrong with me!</p> | <ul style="list-style-type: none"> • The scene transition is fade to white • There is the sound of an alarm clocking ringing .5 after the scene opens • Sarah, the main character, sits up when alarm rings • She turns towards the camera to speak • Once she faces the camera the zoom in will begin • Once she gets out of bed use a motion path to have her run off the left side of the screen | |

| 3. Bathroom | | | |
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| Visuals/Graphic | Script/Audio | Programming/Animation Notes | Comments |
|  <p>Sarah is in her work clothes brushing her teeth in the bathroom. She is facing forwards</p> <p>She runs off to the right when she is done. She is running and looking at her watch</p> | | <ul style="list-style-type: none"> A motion path will enable Sarah to run off to the right side of the scene | |


| 4. Kitchen | | | |
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| Visuals/Graphic | Script/Audio | Programming/Animation Notes | Comments |
|  <p>Sarah runs past her husband in the kitchen. He is eating breakfast at the counter</p> | <p>[Husband] Hi hunny. I made you a delicious breakfast this morning!</p> <p>[Sarah] Sorry! I have to skip breakfast. I overslept again!</p> | <ul style="list-style-type: none"> A motion path is used to have Sarah run in from the left side of the scene Once Sarah is at the table another motion path is used to have Sarah run off to the right side of the scene There is a motion path set for the keys and bag so they move alongside Sarah | |

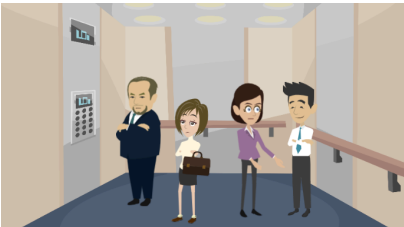
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| She runs to the table to grab her keys and her bag from the chair. | | | |
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| 5. In the Car | | | |
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| Visuals/Graphic | Script/Audio | Programming/Animation Notes | Comments |
|  <p>Sarah is driving in her car. She is rushing to get to work. She speaks out loud to the other cars around her</p> | <p>[Sarah] Watch out. Get out of the way.</p> | <ul style="list-style-type: none"> • There is music playing in the background. It is set to a low volume. • A honking horn can be heard twice throughout the scene. | |


| 6. Pulling up to work | | | |
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| Visuals/Graphic | Script/Audio | Programming/Animation Notes | Comments |
|  <p>Sarah is pulling up to work. There are two employees</p> | <p>[Sarah]Come on Cindy and Fatima! Hurry up!</p> | <ul style="list-style-type: none"> • ZyraTech Innovations is the name of the company written on the building • A motion path is used to make Sarah's car come in from the right side and proceed left • A motion path is used to have two other employees crossing the street. They enter from | |

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| crossing the street. She is in a hurry | | <p>the left and walk towards the building</p> <ul style="list-style-type: none"> • The same music used in the car scene is playing in the background | |
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| 7. Inside Work | | | |
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| Visuals/Graphic | Script/Audio | Programming/Animation Notes | Comments |
|  <p>Sarah is running into the lobby of her office building. She passes two employees, but is in a rush. She continues to run past them. She is carrying her briefcase.</p> | <p>[Male coworker] Hey Sarah!</p> <p>[Sarah] Morning Steve.</p> | <ul style="list-style-type: none"> • A motion path is used to have Sarah run in from the right side and past her coworkers • The coworkers are talking to one another. The male stops to greet Sarah • Sarah's action is set to running with a briefcase | |

| 8. Elevator | | | |
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| Visuals/Graphic | Script/Audio | Programming/Animation Notes | Comments |
|  | <p>[Sarah] Come on. Go faster.</p> | <ul style="list-style-type: none"> • Two coworkers are in the back of the elevator talking • Sarah is in the middle and talks out loud • There is another coworker in the front of | |


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| <p>Sarah is in the elevator surrounded by three other employees. She has her arms crossed and is in a hurry. She is carrying her briefcase. There are two coworkers speaking in the back of the elevator facing one another. Another coworker is in the front of the elevator with his arms crossed.</p> | | <p>the elevator by the buttons</p> <ul style="list-style-type: none"> ● Elevator music plays in the background | |
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| 9. Sarah's Office | | | |
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| Visuals/Graphic | Script/Audio | Programming/Animation Notes | Comments |
|  <p>Sarah arrives in her office. She is talking to herself and looks exhausted. There is an email alert from her computer. She realizes she missed a deadline</p> | <p>[Sarah] Uh! What a morning. I only have ten minutes until our meeting. I better prepare myself.</p> <p><i>*Email Dings*</i></p> <p>[Sarah] What now? Oh no I missed the deadline for the Johnson project! Jim is going to be so mad at me! I am so overwhelmed. I can't work like this anymore!</p> <p>[Sarah] I am so tired. I can't even think straight.</p> | <ul style="list-style-type: none"> ● Sarah has her hand on her head and looks exhausted ● She is thinking out loud ● An email alert from her computer goes off after she says, "Uh! What a morning. I only have ten minutes until our meeting. I better prepare myself. " | |


10. Time Passing

| Visuals/Graphic | Script/Audio | Programming/Animation Notes | Comments |
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|  <p>A clock with ticking hands is shown. The background is orange. At the bottom of the scene it says, "A few minutes pass by....." The text is inside a black rectangle</p> | | <ul style="list-style-type: none">• A clock with ticking hands is displayed on the screen.• The text is set inside a brown rectangle on the bottom of the scene | |


11. Dream Introduction

| Visuals/Graphic | Script/Audio | Programming/Animation Notes | Comments |
|---|--------------|---|----------|
|  <p>Sarah is asleep at her desk. A thought bubble appears to her top left side</p> | | <ul style="list-style-type: none">• Superhero music plays in the background as the zoom occurs• Sarah's action is asleep• The scene zooms into the thought bubble | |

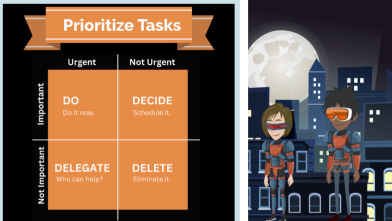
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| <p>In the thought bubble is a picture of her dressed as a superhero</p> <p>The scene zooms in on the thought bubble</p> | | | |
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| 11. The Dream | | | |
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| Visuals/Graphic | Script/Audio | Programming/Animation Notes | Comments |
|  <p>The background of this scene is a comic book style background. A city appears in the background</p> <p>A villain appears in the top left corner with laser beams shooting from his eyes</p> <p>Sarah and her mentor appear at the bottom right corner. Sarah is kneeling and her mentor is in a fight stance</p> | <p>[Narrator for Dream] On today's episode of A Time-Management Take Down. Superhero Sarah is faced with uncovering what time management is as well as time management strategies. She will be led by her mentor Time Titan and together they will defeat Dr. Procrastinator.</p> | <ul style="list-style-type: none"> • The superhero music from the last scene continues to play • The scene is taken from the superhero scenes in vyond • The text boxes and the images that correlate with the text boxes come in from the left side before the superheroes and villains • Sarah and her mentor Time Titan enter from the right bottom corner using a motion path. Sarah is kneeling and Time Titan is in a fight stance • The Villain enters from the bottom left and stops at the top left corner via motion path | |


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| <p>There are two white rectangles that have text in them. The first text box says What is Time Management? The second text box says Time Management Strategies</p> <p>To the left of the first text box is a graphic of a police badge. To the left of the second text box is a graphic of a top secret folder that has the words confidential written on it</p> | | | |
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| 12. What is Time Management | | | |
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| Visuals/Graphic | Script/Audio | Programming/Animation Notes | Comments |
|  <p>The scene is a superhero scene from vyond. The background is a city at night</p> <p>Sarah and her mentor appear in the bottom right corner. Sarah is kneeling and her mentor is standing behind her pointing at the spotlight</p> | <p>[Time Titan] Alright Sarah. Here we are one step closer to eliminating Dr. procrastination for good. But before we do we must uncover the answer to what is time management?</p> <p>[Sarah] Of course Time Titan. I will not let us down. Time management is the process of planning, organizing, and controlling one's time effectively to enhance, and achieve specific goals.</p> <p>[Time Titan]</p> | <ul style="list-style-type: none"> • Text in the spotlight will be timed with voiceover • Each text will have an entrance effect-Sparkles Horizontal • The superhero music continues to play in the background • Once the text is gone the superheroes fly from the bottom right of the screen to the top left via motion path | |

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| <p>A spotlight is seen from the bottom right corner to the top left corner of the scene</p> <p>There are orange words that are timed with the voiceover and appear in the spotlight The words are: planning, controlling, organizing, effectively, efficiency, productivity and achieve</p> <p>There is a white text box, the same one from the previous scene, above the superhero's heads. It says, What is Time Management?</p> <p>Once Sarah defines Time Management the superheroes fly from the bottom right corner to the top left corner and exit</p> | <p>Excellent Sarah! We are now one step closer to destroying Dr. Procrastinator!</p> | | |
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| 13. Prioritize Tasks | | | |
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| Visuals/Graphic | Script/Audio | Programming/Animation Notes | Comments |
|  <p>The graphic consists of two parts. On the left is a 'Prioritize Tasks' matrix with a dark background and orange text. The matrix is divided into four quadrants by 'Urgent' vs 'Not Urgent' (horizontal) and 'Important' vs 'Not Important' (vertical). The quadrants are: Top-Left (Urgent/Important): 'DO Do it now'; Top-Right (Not Urgent/Important): 'DECIDE Schedule it'; Bottom-Left (Urgent/Not Important): 'DELEGATE Who can help?'; Bottom-Right (Not Urgent/Not Important): 'DELETE Eliminate it'. On the right is a scene with two superheroes in a city at night, with a full moon and buildings.</p> | <p>[Time Titan] Okay Sarah. In order to enter Dr. Procrastination's laboratory. It's important to grasp the tactics that lead to success in efficient time management. Are you ready to complete this mission?</p> | <ul style="list-style-type: none"> • The superhero music continues to play until the superheroes land • The superheroes enter from the right side and then go into a standing position. They are facing to the left. | |

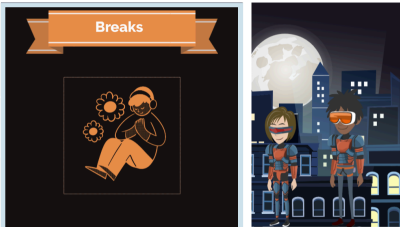
| | | | |
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| <p>About ¼ of the scene on the right hand side is taken up by a superhero scene from vyond. There is a moon and a city at nighttime in the scene</p> <p>About ¾ of the scene, on the left hand side, is taken up by layering rectangles. There is a light blue rectangle in the background and over that with some of the light blue still showing is a black rectangle. They create a layer effect. On the top of the black rectangle is an orange and white Title Banner that says Prioritize Tasks. Under the title is an image of an orange matrix. There are two lines that intersect in order to create fourths. See visual for Eisenhower's Matrix for decision making</p> <p>The superheroes enter from the right side. They stop and stand on the right hand side.</p> | <p>[Sarah] Ready as ever!</p> <p>[Time Titan] First Tactic. It is important to prioritize your tasks. Begin each day by identifying and prioritizing the most important tasks. Many people find Eisenhower's Matrix effective. It is a simple decision-making tool that helps you make the distinction between tasks that are important, not important, urgent, and not urgent.</p> <p>[Sarah] Got it! Tactic 1. Prioritize my daily tasks. Eisenhower's Matrix seems super doable! Thanks Time Titan!</p> | <ul style="list-style-type: none"> • The matrix and title will be timed with voice over. They will have an entrance effect-Blinds Horizontal | |
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| 14. Smart Goals | | | |
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| Visuals/Graphic | Script/Audio | Programming/Animation Notes | Comments |
|  <p>The same visual display as scene 13. The title will say SMART Goals. The graphic is orange and white. It is under the title. The graphic should represent smart goals.</p> | <p>[Time Titan] Okay. The second tactic is to set smart goals. Ensure your goals are Specific, Measurable, Achievable, Relevant, and Time-bound.</p> <p>[Sarah] Tactic 2. Set Smart Goals. I understand Time Titan!</p> | <ul style="list-style-type: none"> The graphic and title will be timed with voice over. They will have an entrance effect-Blinds Horizontal | |

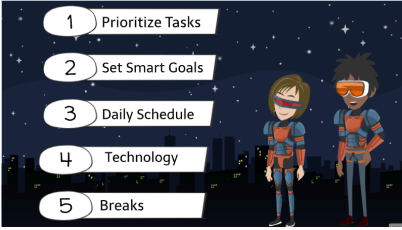
| 15. Create a Daily Schedule | | | |
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| Visuals/Graphic | Script/Audio | Programming/Animation Notes | Comments |
|  <p>The same visual display as scene 13. The title will say Daily Schedule. The graphic is a list on a piece of paper on a clipboard. The list is checked.</p> | <p>[Time Titan] Ok Sarah. Tactic three is to create a daily schedule. Plan your workday with a detailed schedule, allocating time for specific tasks.</p> <p>[Sarah] Tactic three. Create a daily Schedule. Sounds like a great way to organize tasks. This tactic should help me reduce</p> | <ul style="list-style-type: none"> The graphic and title will be timed with voice over. They will have an entrance effect-Blinds Horizontal | |

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| There is a pencil on top of the list | chaos and makes it easier to approach my day with a structured plan. | | |
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| 16. Utilize Technology | | | |
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| Visuals/Graphic | Script/Audio | Programming/Animation Notes | Comments |
|  <p>The same visual display as scene 13. The title will say Utilize Technology. The graphic is a phone with apps all around it</p> | <p>[Time Titan] We are almost there Sarah. Tactic four is to utilize technology. You can use various apps to organize and track deadlines and tasks. You can also use technology to explore project management and collaboration tools to streamline communication and tasks.</p> <p>[Sarah] Thank you Time Titan. Excellent idea. Technology can be used in so many ways.</p> | <ul style="list-style-type: none"> The graphic and title will be timed with voice over. They will have an entrance effect-Blinds Horizontal | |

| 17. Short Breaks | | | |
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| Visuals/Graphic | Script/Audio | Programming/Animation Notes | Comments |
|  | <p>[Time Titan] Okay Sarah this is our last tactic before completing both missions. We will soon come face to face with Dr. Procrastination himself! Are you ready?</p> | <ul style="list-style-type: none"> The graphic and title will be timed with voice over. They will have an entrance effect-Blinds Horizontal | |


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| <p>The same visual display as scene 13. The title will say Short Breaks. The graphic is a person sitting with headphones on and meditating</p> | <p>[Sarah] I sure am Time Titan!</p> <p>[Time Titan] Excellent. Tactic 6 might be one of the most important. Take breaks strategically. Short breaks can refresh your mind and improve your overall productivity. You can take a stretch break, snack break, quick walk or meditate. You can even take a quick music break!</p> | | |
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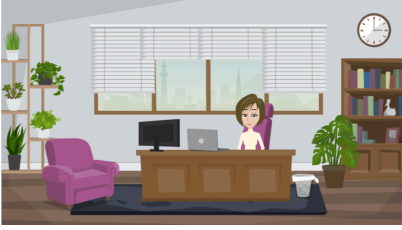
| 18. Review | | | |
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| Visuals/Graphic | Script/Audio | Programming/Animation Notes | Comments |
|  <p>The background is a superhero scene from vyon</p> <p>Sarah and Time Titan appear on the right hand side of the screen. They are both standing. Time Titan is behind Sarah. Sarah is looking to the left. Time Titan is behind her</p> | <p>[Time Titan] Alright Sarah. In order to fully complete this mission. Please review the time management tactics that will help you effectively manage your time while at work.</p> <p>[Sarah] Okay. I am ready. First is to prioritize your tasks for the day. Second set smart goals according to what you want to accomplish. Third create a daily schedule to allocate time for specific tasks. Fourth,</p> | <ul style="list-style-type: none"> • The text is timed with the voice over • Sarah and Time Titan face left • When Sarah is done speaking she faces Time Titan and they high five • Time Titan asks her a question and then they exit by flying to the top left corner of the scene • A motion path enables the characters to fly off screen • The high five action is enabled in order for Time | |


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| <p>with one hand on his hip and talking. He is facing towards the left</p> <p>There are white oblong circles with numbers in them. Attached to the number is a white rectangle with text. The circles have numbers 1-5 in them. The text is as follows: Prioritize Tasks, Set Smart Goals, Daily Schedule, Technology and Breaks</p> <p>When Sarah is done speaking the superheroes high five one another and then fly from the bottom right corner to the top left corner and off screen</p> | <p>utilize technology to track deadlines and streamline collaboration. and last but not least. incorporate short breaks throughout the day to increase productivity.</p> | <p>Titan to congratulate Sarah</p> | |
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| 19. Defeating Dr. Procrastination | | | |
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| Visuals/Graphic | Script/Audio | Programming/Animation Notes | Comments |
|  <p>Sarah and Time Titan appear first in the bottom right corner. They are in a fighting stance. Sarah is talking. Dr. Procrastination enters from</p> | <p>[Sarah] We have found you Dr. Procrastination. Prepare to be taken down.</p> <p>[Dr. Procrastination] Hahaha! You will never defeat me!</p> <p>[Sarah] Never say never! Now that I am armed with time</p> | <ul style="list-style-type: none"> • A motion path is used to have Dr. Procrastination enter the scene • The speech bubble and text fade in timed with voice over • The superhero music from previous scenes plays in the background | |

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| <p>the bottom left and flies up to the top left corner</p> <p>A speech bubble with the text HAHAH! You will never defeat me! appears when Dr. Procrastination speaks</p> | <p>management tactics nothing stands in my way of managing my time effectively. Not even you Dr. Procrastination!</p> | | |
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| 20. The Final Defeat | | | |
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| Visuals/Graphic | Script/Audio | Programming/Animation Notes | Comments |
|  <p>Time Titan appears on the left side of the scene. He is cheering on Sarah. Dr. Procrastination is floating up in the air. Sarah eventually enters and appears under Dr. Procrastination in a fighting stance</p> <p>A thought bubble appears with the words DEFEAT HIM! in it</p> <p>Sarah eventually shoves Dr. Procrastination off the screen and both her and Time Titan cheer</p> | <p>[Time Titan] Defeat him Sarah! Now is your time!</p> | <ul style="list-style-type: none"> • The superhero music from previous scenes plays in the background • Using a motion path, Sarah enters from the left hand side and ends right under Dr. Procrastination floating in the air • A motion path is used to make it appear as if Sarah shoved Dr. Procrastination off the screen • A knocking sound effect is heard as Time Titan and Sarah cheer | |

| 21. Conclusion | | | |
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| Visuals/Graphic | Script/Audio | Programming/Animation Notes | Comments |
|  <p>Sarah is back in her office. She is asleep, but quickly wakes up when she realizes her coworker is knocking. Sarah answers her coworker and then speaks to the learner. As she gets up to leave she is wearing a red superhero cape</p> | <p>[Coworker] Sarah. Come on. We are going to be late.</p> <p>[Sarah] Coming!</p> <p>[Sarah] What a crazy dream. I do feel extra prepared to manage my time. I guess this is what they mean by Dream Big achieve Bigger.</p> | <ul style="list-style-type: none"> • Sarah changes from sleeping, to awake, to standing up and walking off to the right hand side • A motion path is set for her and the cape to exit to the right hand side | |

| 22. Exit | | | |
|---|--------------|---|----------|
| Visuals/Graphic | Script/Audio | Programming/Animation Notes | Comments |
|  <p>Sarah is in a black circle. She is wearing her superhero outfit.</p> | | <ul style="list-style-type: none"> • The scene starts zoomed in on Sarah and the black circle. As she waves goodbye it zooms out | |

Only half her body shows. She is waving goodbye.

