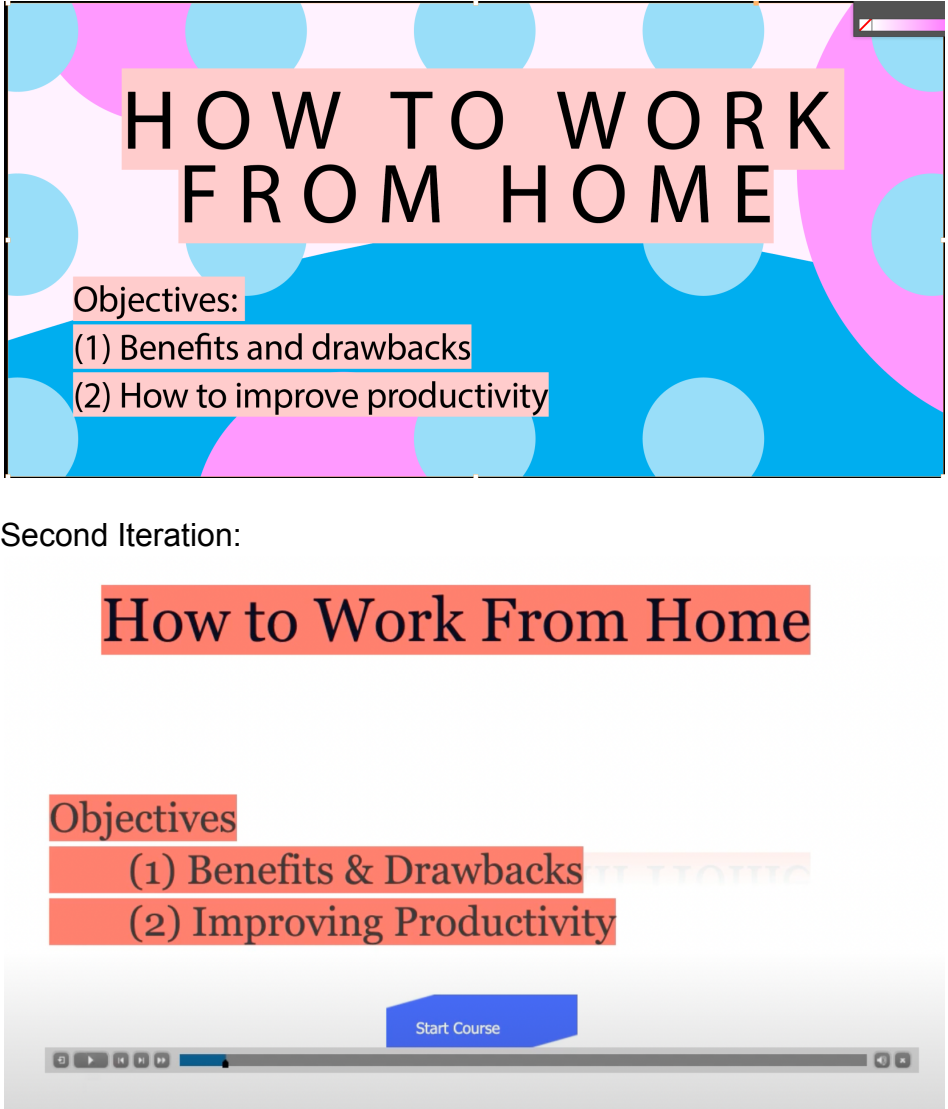
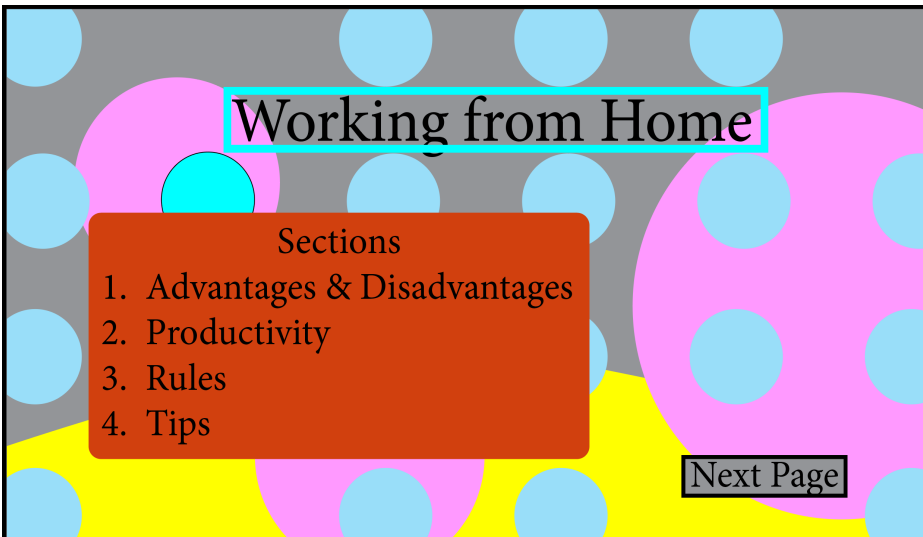
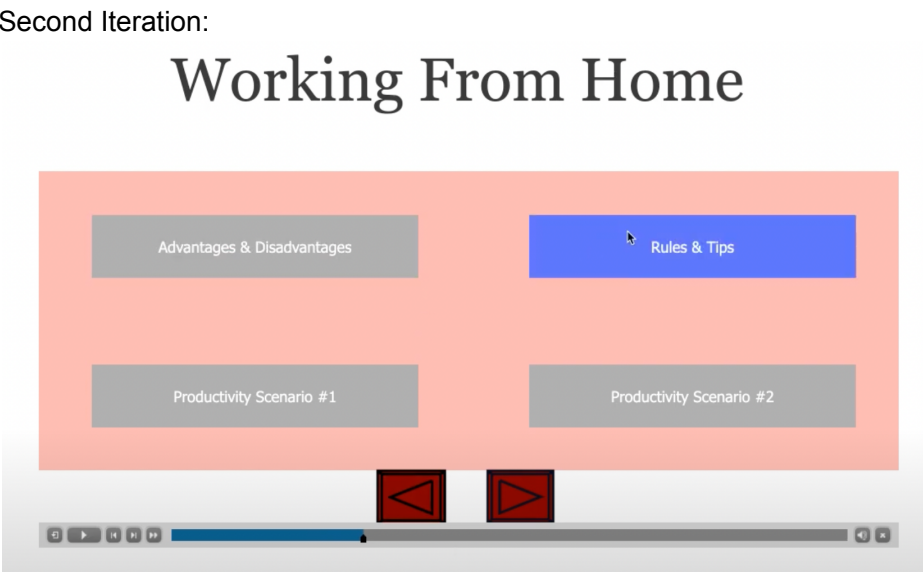


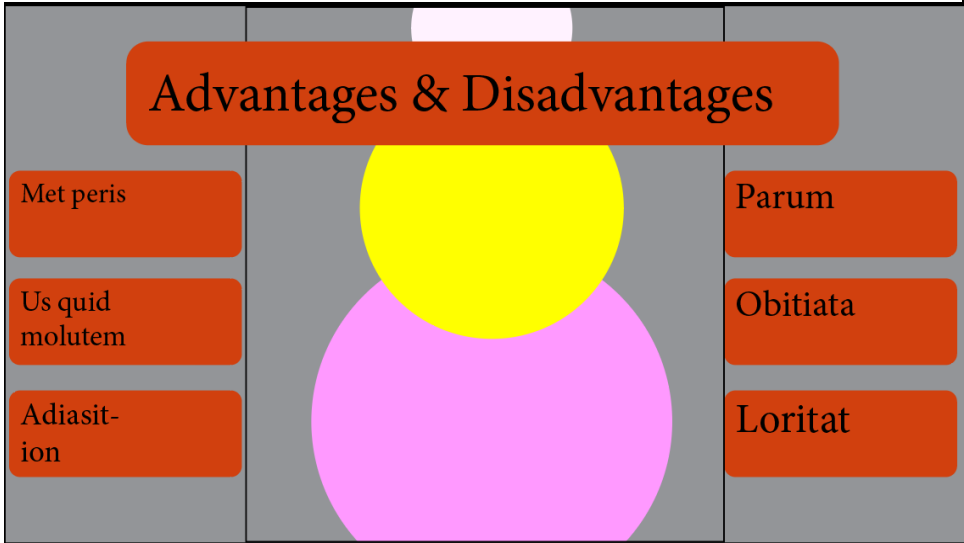
## Storyboard & Script: Working from Home

Date: 05/17/21	Graphics and Slide Text:
Course Name: How To Work from Home	 <p>The storyboard consists of two main visual elements. The first is a title slide with a background of large, overlapping circles in shades of blue, pink, and light blue. The title 'HOW TO WORK FROM HOME' is centered in a large, black, sans-serif font. Below the title, the word 'Objectives:' is followed by two numbered points: '(1) Benefits and drawbacks' and '(2) How to improve productivity'. The second element is a video player interface. It features a large, bold title 'How to Work From Home' at the top. Below it, the word 'Objectives' is followed by two numbered points: '(1) Benefits &amp; Drawbacks' and '(2) Improving Productivity'. At the bottom of the video player, there is a blue button labeled 'Start Course' and a progress bar with standard video controls (play, pause, stop, etc.).</p>
Module #: 1	
Module Section Title: 1	Client Logo: N/A
Slide/Screen Title:	<p>Narration/Voiceover:</p> <p>“By the end of this lesson you should be able to describe some of the upsides and downsides to telecommute. You will be able to increase your own productivity by applying rules and tips.”</p>

Navigation Notes: Next page button allows learners to shift to the next page at their own pace.	Animation:
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Date:	Graphics and Slide Text:
Course Name: How To Work from Home	 <p>The slide features a background with large pink and yellow circles on a grey field with smaller blue circles. The title 'Working from Home' is in a black serif font, enclosed in a cyan border. Below it, an orange box contains the text 'Sections' followed by a numbered list: 1. Advantages &amp; Disadvantages, 2. Productivity, 3. Rules, and 4. Tips. A 'Next Page' button is in the bottom right corner.</p>
Module #: 1	
	<p>Second Iteration:</p>  <p>The second iteration shows a slide titled 'Working From Home' with a light pink background. It features four buttons: 'Advantages &amp; Disadvantages' (grey), 'Rules &amp; Tips' (blue), 'Productivity Scenario #1' (grey), and 'Productivity Scenario #2' (grey). At the bottom, there is a video player interface with red navigation buttons and a progress bar.</p>
Module Section Title: 2	Client Logo: N/A

Slide/Screen Title:	Narration/Voiceover:  “Welcome to this training on how to work from home productively! Today we will dive into the pros and cons of working from home and discuss rules and tips for being productive.”
Navigation Notes:	Animation:

Date:	Graphics and Slide Text:
Course Name: How To Work from Home	
Module #: 1	

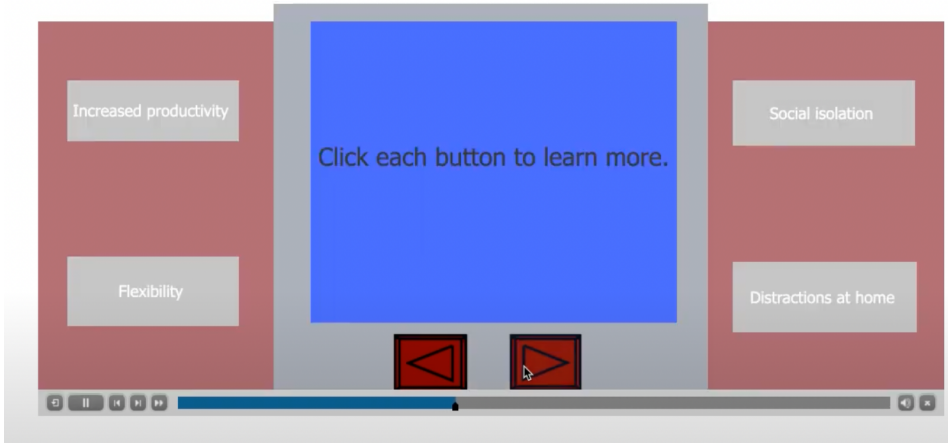
**Advantages** of working form home:


Increased productivity: “people who work from home are not distracted by colleagues or superiors. This way, they can finish their tasks without being interrupted” 269.

Flexibility: “They can start work earlier to have more free time in the evening or they can choose to work after 10 am to get more hours of sleep”

**Disadvantages:**

Social isolation - “Having no one to communicate with, this feeling of isolation can lead to decreased morale and efficiency.


	<p>Therefore, it is important for employees to keep in touch and communicate daily with superiors or colleagues”</p> <p>Distractions at home - “Given the fact that children learn from home during this period, they can distract their parents from work, disturbing them with school problems, especially if they are younger or with other kind of problems. The involvement in household chores can be another distraction”</p> <p>Second Iteration:</p> <p>Advantages &amp; Disadvantages</p> 
Module Section Title: 3	Client Logo: N/A
Slide/Screen Title:	<p>Narration/Voiceover:</p> <p>“Find out more about the Advantages and Disadvantages of telecommuting.”</p> <p>“Click each accordion button to learn more.”</p>
Navigation Notes:	Animation:

Date:	Graphics and Slide Text:
Course Name: How To Work from Home	
Module #: 1	

**Scenario #1:** Sara is having some trouble staying productive.

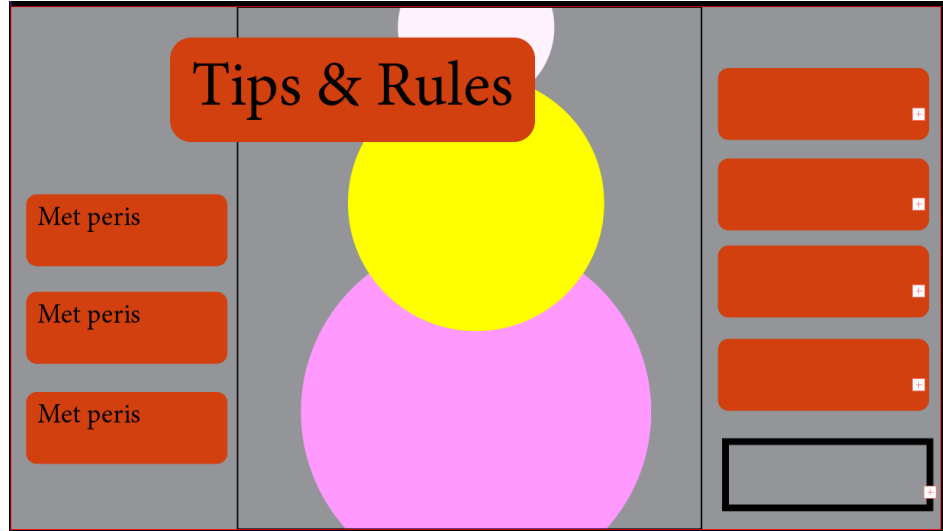
Name some of the problems she might be facing.

- ☐ Needs a separate workplace
- ☐ Social Isolation
- ☐ Zoom Fatigue
- ☐ Distractions at home
- ☐ Tired from working too much
- ☐ Not enough sleep

	<p>Second Iteration:</p> <div> <div>Productivity Scenario #1</div> <div> <p>Sara is having trouble staying productive. Name some problems she might be facing.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> A) Separate workplace needed</li> <li><input type="checkbox"/> B) Social Isolation</li> <li><input type="checkbox"/> C) Zoom Fatigue</li> <li><input type="checkbox"/> D) Distractions at home</li> <li><input type="checkbox"/> E) Tired from working too much</li> </ul> </div> <div>  </div> <div>Submit</div> </div>
Module Section Title: 4	Client Logo: N/A
Slide/Screen Title:	<p>Narration/Voiceover:</p> <p>“Follow the scenario to direct your character through challenges and benefits of working at home.”</p>
Navigation Notes:	Animation:
Date:	Graphics and Slide Text:

Course Name:  
How To Work from Home

Module #: 1



Set up area for success – Dedicate space just for working will help your brain to switch into work mode. Good lighting and strong internet connection (Clement).

Boundaries between work and home life:

1. Make a weekly and daily task plan
2. Respect each others' schedules
3. Give each other alone time

Productivity Apps:

Google Docs - is a way to organize projects with teammates.

Monday.com - is a tool to organize tasks and collaborate

Toggl - allows you to track time spent on projects.

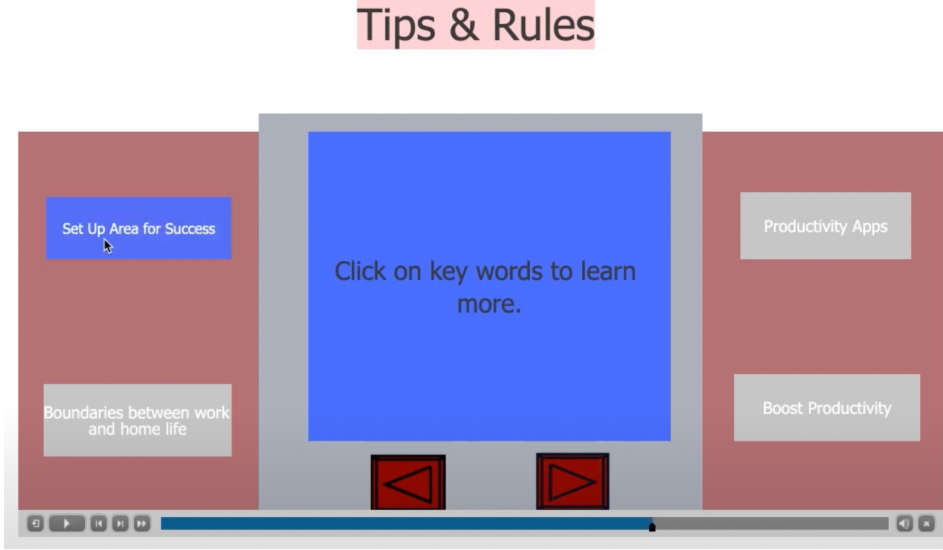
Boost Productivity:

Divide the day into chunks

Take more breaks

Practice self-care

Do a self-audit

	<p>Second Iteration:</p> <p>Tips &amp; Rules</p> 
Module Section Title: 5	Client Logo: N/A
Slide/Screen Title:	Narration/Voiceover: “Click each tip and rule icon to expand the box and read more.”
Navigation Notes:	Animation:

Date:	Graphics and Slide Text:
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Course Name:  
How To Work from Home


Module #: 1



**Scenario #2:** Jill just started working from home and needs some tips.

- ☐ Push through the day as fast as possible
- ☐ Organize a workspace
- ☐ Making a weekly and daily schedule
- ☐ Take few breaks
- ☐ Take as many breaks as possible
- ☐ Use apps to organize projects and collaborate

	<p>Second Iteration:</p> <div> <div>Productivity Scenario #2</div> <div>Jill just started working from home and needs some tips.</div> <div> <input type="checkbox"/> A) Push through the day as fast as possible  <input checked="" type="checkbox"/> B) Organize a workspace  <input type="checkbox"/> C) Making a weekly and daily schedule  <input type="checkbox"/> D) Take few breaks  <input type="checkbox"/> E) Use apps to organize projects and collaborate </div> <div>Submit</div> </div> 
Module Section Title: 6	Client Logo: N/A
Slide/Screen Title:	<p>Narration/Voiceover:</p> <p>“Follow the scenario to direct your character through challenges by applying rules and tips”</p>
Navigation Notes:	Animation:
Date:	Graphics and Slide Text:

Course Name: How To Work from Home	<p>Congratulations on Clompleting this Module!</p> <p>References</p> <p>Mirela, B. (2020). The Impact of Working from Home on Productivity. A Study on the Pandemic Period. Annals of the University of Oradea, Economic Science Series, 29(2), 267–275.</p> <p>MacDowall, F. (2020). Tips and Tools for Working from Home. Australian Law Librarian, 28(1), 62–65.</p> <p>Clement, T. (2020). Remote Work 101: 5 Golden Rules to Set Yourself Up for Success When Working from Home. Home Business Magazine: The Home-Based Entrepreneur's Magazine, 27(3), 10–40.</p> 
Module #: 1	
Module Section Title: 7	Client Logo: N/A
Slide/Screen Title:	Narration/Voiceover:
Navigation Notes:	Animation: