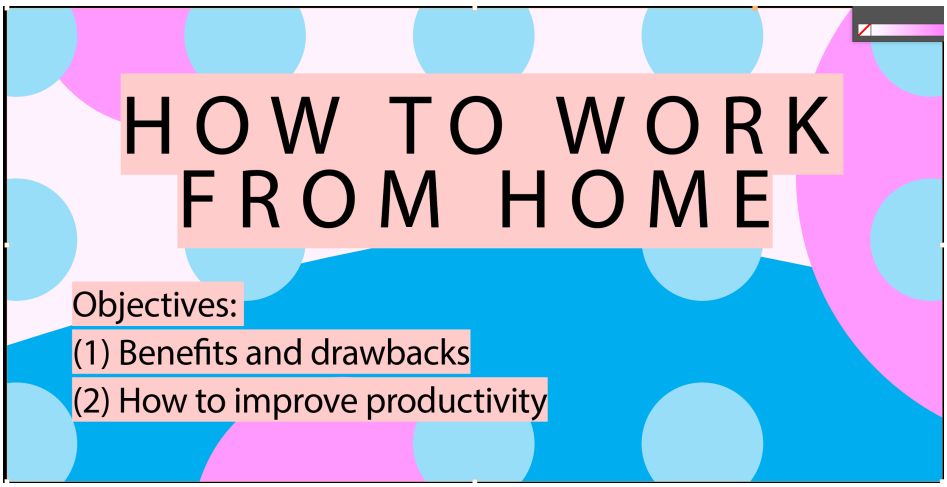
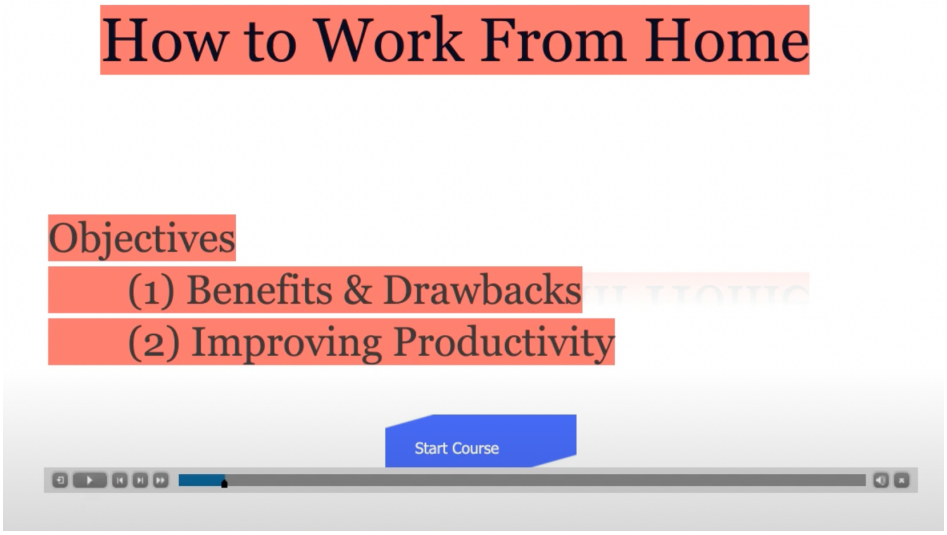
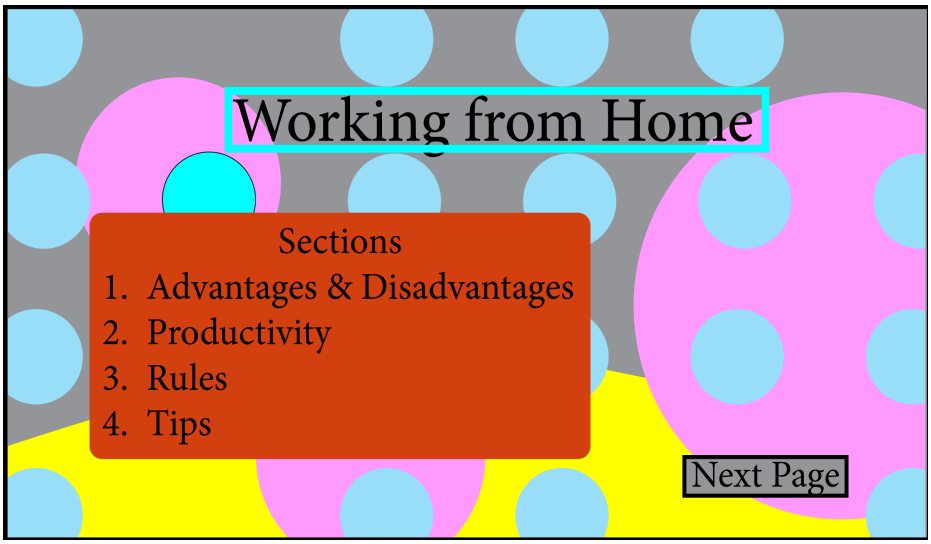
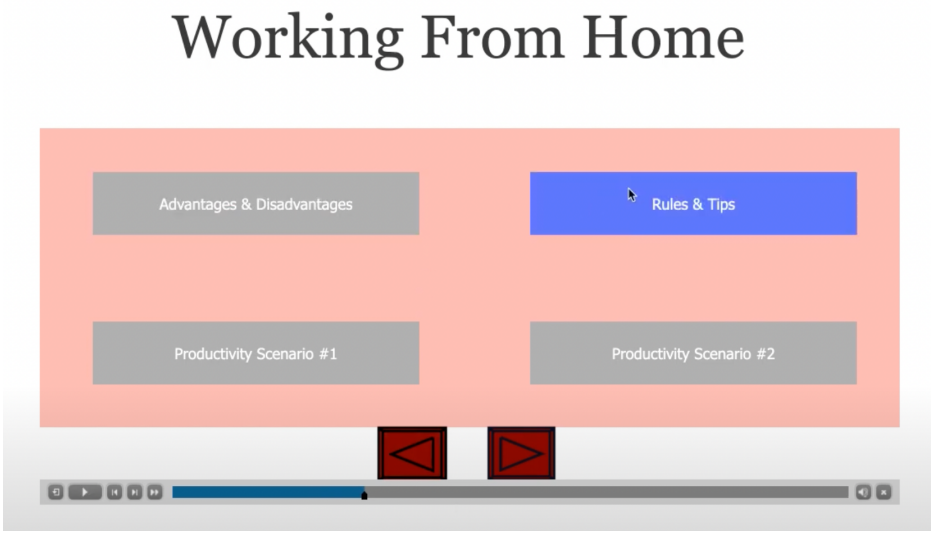
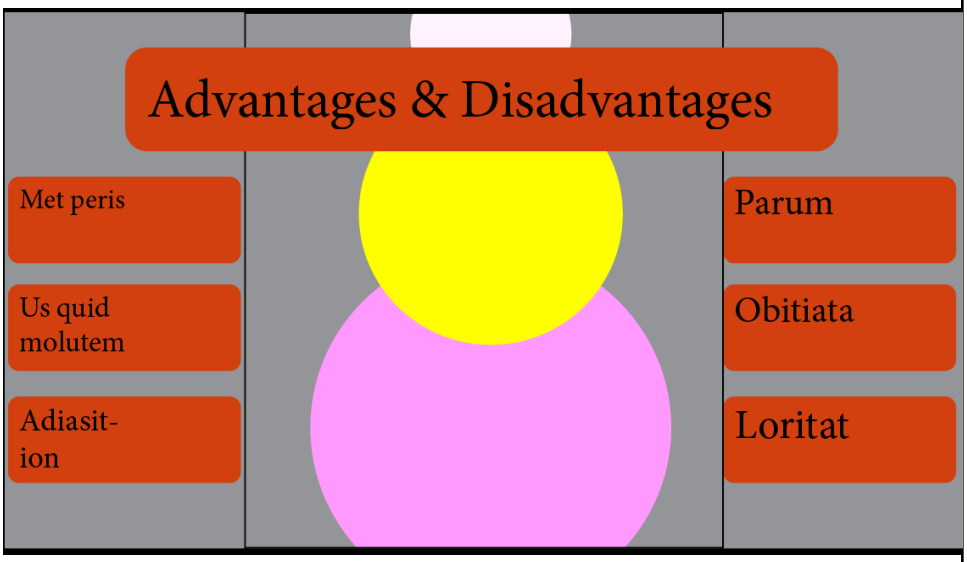
Storyboard & Script: Working from Home

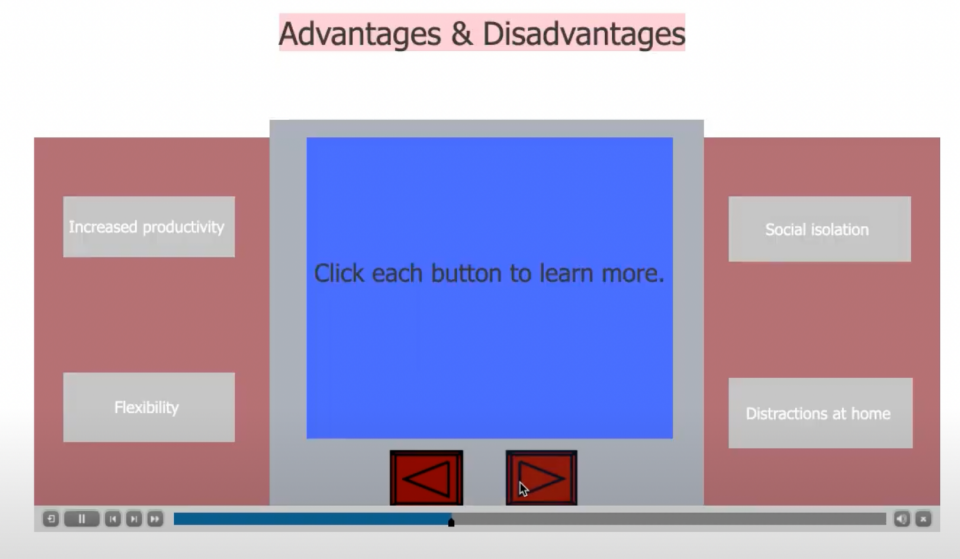
Date: 05/17/21	Graphics and Slide Text:
Course Name: How To Work from Home	 Second Iteration: 
Module #: 1	
Module Section Title: 1	Client Logo: N/A
Slide/Screen Title:	Narration/Voiceover: “By the end of this lesson you should be able to describe some of the upsides and downsides to telecommute. You will be able to increase your own productivity by applying rules and tips.”

Navigation Notes: Next page button allows learners to shift to the next page at their own pace.	Animation:

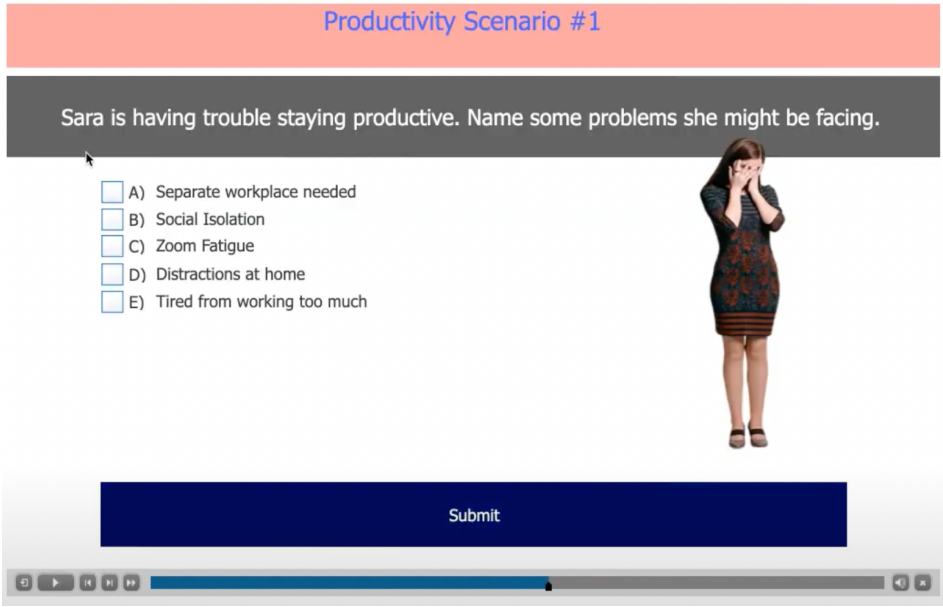
Date:	Graphics and Slide Text:
Course Name: How To Work from Home	
Module #: 1	Second Iteration: 
Module Section Title: 2	Client Logo: N/A

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:

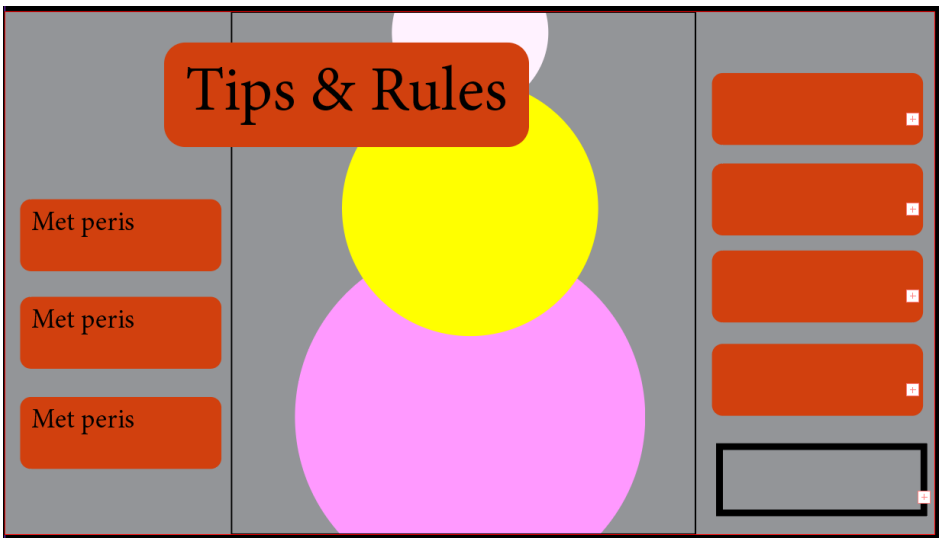
Date:	Graphics and Slide Text:
Course Name: How To Work from Home Module #: 1	 **Advantages** of working form home: Increased productivity: “people who work from home are not distracted by colleagues or superiors. This way, they can finish their tasks without being interrupted” 269. Flexibility: “They 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.

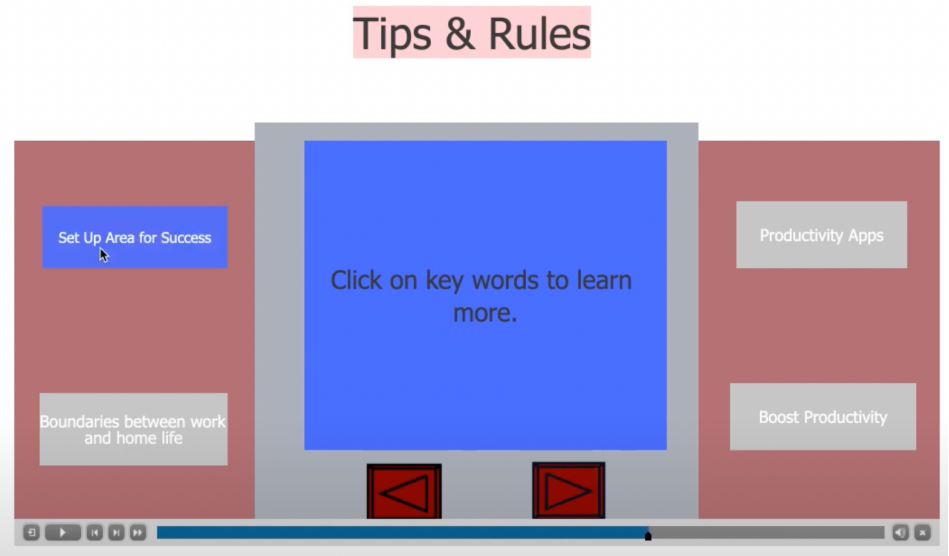
	Therefore, it is important for employees to keep in touch and communicate daily with superiors or colleagues” Distractions at home - “Given the fact that children learn from home during this period, they can distract their parents from work, disturbing them with school problems, especially if they are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

	Second Iteration: 
Module Section Title: 4	Client Logo: N/A
Slide/Screen Title:	Narration/Voiceover: “Follow the scenario to direct your character through challenges and benefits of working at home.”
Navigation Notes:	Animation:

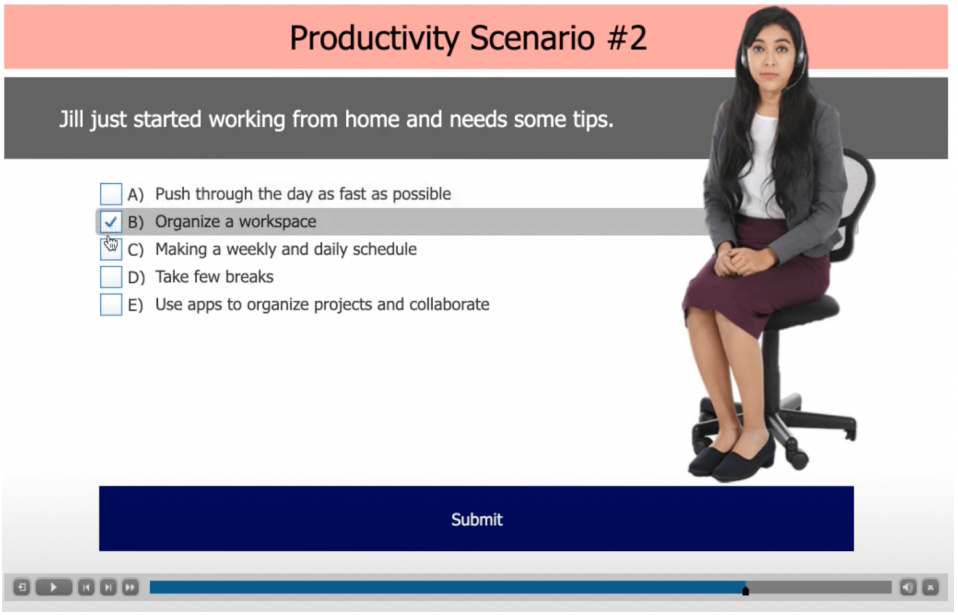
Date:	Graphics and Slide Text:

Course Name: How To Work from Home	 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 teamates. 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
Module #: 1	

	Second Iteration: 
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:

Course Name: How To Work from Home	 **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
Module #: 1	

	Second Iteration: 
Module Section Title: 6	Client Logo: N/A
Slide/Screen Title:	Narration/Voiceover: “Follow the scenario to direct your character through challenges by applying rules and tips”
Navigation Notes:	Animation:

Date:	Graphics and Slide Text:

Course Name: How To Work from Home	Congradulations on Clompleting this Module! References 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. MacDowall, F. (2020). Tips and Tools for Working from Home. Australian Law Librarian, 28(1), 62–65. 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.
Module #: 1	
Module Section Title: 7	Client Logo: N/A
Slide/Screen Title:	Narration/Voiceover:
Navigation Notes:	Animation: