

Working From Home: Establishing Healthy Work Habits - Storyboard

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Introduction:

- In response to the spread of Covid-19 around the world in March of 2020, Ernst Inc. closed their doors and sent their employees home to work remotely.
- Since then, Ernst, Inc has experienced a 25% decrease in productivity, costing the company an estimated \$478,000.
- Based on a survey of remote employees, many are finding it difficult to focus at home, leading to a decrease in productivity.
- The purpose of this training is to return productivity at Ernst, Inc. to pre-Covid 19 levels by identifying and describing healthy habits for working at home.

Learning Objectives:

Upon completion of this training, the learner will be able to:

- Identify the importance of healthy habits when working from home.
- Describe three healthy habits to make working from home more productive.
 - Establish a daily routine.
 - Dedicate an area in their home as an office/workspace.
 - Schedule breaks throughout the day to recharge.

Outline:

- Introduction:
 - Two execs from Ernst, Inc. discussing decrease in productivity since going remote due to Covid-19
 - Suggestion to talk to three employees who have adjusted well due to establishing a routine, having a dedicated workspace, and scheduling breaks throughout the day.
 - Introduction to three healthy habits that lead to a more productive remote-work life
- Healthy habits for remote work covered, one by each employee:
 - Establishing a daily routine
 - Setting up an area in the home as a dedicated workspace
 - Taking a scheduled break to recharge
- Summary:
 - Practicing healthy habits when working remotely will increase employee productivity and happiness all around

Working From Home: Establishing Healthy Work Habits - Storyboard

- Each table in this storyboard represents one scene.
- The character speaking will be indicated in the audio/script column as [character].
- Audio will be lip synched with character speaking.
- Font throughout is either Alegreya Sans SC – Extra Bold or Alegreya Sans SC – Regular

Colour Palette:



#26BCB7



#D1ACD0

Characters:



Carol is the CEO of Ersnt Inc

Dave is the Vice President

Erin works in Engineering

Mallory works in Marketing

Hank works in Human Resources


1. Title Scene			
Visuals/Graphic	Script/Auido	Programming/Animation Notes:	Comments
	<p>[Carol] Welcome to Working From Home - Establishing Healthy Habits</p>	<ul style="list-style-type: none"> • Text is timed to audio • Fades to next scene • Carol is animated to motion to the title banner 	

Working From Home: Establishing Healthy Work Habits - Storyboard

2. Introductory scene			
Visuals/Graphic	Script/Auido	Programming/Animation Notes:	Comments
<ul style="list-style-type: none"> • Scene opens in the Carol’s office, the CEO of Ernst, Inc. • Both Carol and Dave are wearing masks throughout the office scenes • Carol is sitting centered at a desk that has a “Carol Ernst, CEO” sign. • On the right and slightly behind her desk is a bar graph titled ‘Ernst Inc. Productivity’ that shows higher productivity in 2020 than 2022. • There is a clipboard on her desk • There is an empty chair in front of the left corner of her desk 	<p>[Carol]: “Dave, come on in.” “We need to discuss an important issue”</p>	<ul style="list-style-type: none"> • Scene transitions in with Iris square from the previous scene • Carol is animated throughout the audio as she talks to Dave. • Dave walks in from the right side of the screen, as if walking into the office, stops briefly, then sits down as Carol is speaking. 	

3. Heading Home			
Visuals/Graphic	Script/Auido	Programming/Animation Notes:	Comments
<ul style="list-style-type: none"> • Ernst Inc. office building on the left, wide sidewalk in between, house on the right 	<p>[Carol] “As you know, in March of 2020, Ernst Inc. closed its offices upon the arrival of the Covid-19 pandemic. This was done in order to keep our employees safe. Since that day, our employees have been working from home.”</p>	<ul style="list-style-type: none"> • Scene opens with an iris square effect from the office scene when Carol says “March 2020” • The appearance of the closed sign and Erin getting out of the car and walking towards the 	

Working From Home: Establishing Healthy Work Habits - Storyboard

		<p>house are timed with the audio</p> <ul style="list-style-type: none"> • A closed sign pops up on the doors of the office building when Carol says “closed” • Mallory, Hank, and Erin – employees of Ernst Inc. - come out of the office building • Hank walks off the scene to the left • Mallory walks off the scene straight ahead (towards the learner) • Erin walks forward to the curb, gets in a car that came from off the left side of the screen and stops for her • The car continues and stops in front of the house • Erin gets out of the house and walks up to the door 	
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4. Showing the decrease in profits			
Visuals/Graphic	Script/Auido	Programming/Animation Notes:	Comments
<ul style="list-style-type: none"> • Back to Carol’s office – she is now turned to face the chart • Dave now has the clipboard on his lap 	<p>[Carol] “Since then, we have seen an overall drop in productivity”</p> <p>“Any ideas?”</p>	<ul style="list-style-type: none"> • Scene transitions in with an iris square right • Carol is turned towards the chart and points at the graphic showing a decrease in productivity for her first audio • Dave is writing on the clipboard throughout this scene • Carole turns back to face Dave to say “any ideas?” 	

Working From Home: Establishing Healthy Work Habits - Storyboard

5. Dave's ideas			
Visuals/Graphic	Script/Auido	Programming/Animation Notes:	Comments
<p>Carol is facing Dave</p> <p>Dave stops writing and is animated as talking to Carol</p>	<p>[Dave] "Actually, three of our employees have adjusted really well to working at home by establishing healthy habits."</p>	<ul style="list-style-type: none"> • Scene transition is instant • Carol is now turned towards Dave and is animated nodding • Dave is animated, and talking 	

6. Introducing the employees and their healthy habits			
Visuals/Graphic	Script/Auido	Programming/Animation Notes:	Comments
<ul style="list-style-type: none"> • Same background as title slide • Hank, Erin, and Mallory are facing front smiling and are masked into pinkish purple circles • Hank is on the left, Erin is in the middle (and a bit lower), Mallory is on the right at the same height as Hank. • They are all facing front and smiling • Their names are in pale yellow banners above their heads in the same color as the background in Alegreya Sans SC – Extra Bold font. • Text under Hank = Establish a Routine 	<p>[Dave] "I know that Hank established a routine. Erin has a dedicated workspace. And Mallory takes scheduled breaks – let's hear from them!"</p>	<ul style="list-style-type: none"> • Vertical blinds for transition to this scene • Each character's circle, name, slide in from the left, the text below them slides up from the bottom, all timed with the audio • Camera zooms in on Hank, and zooms out on the next scene 	

Working From Home: Establishing Healthy Work Habits - Storyboard

<ul style="list-style-type: none"> • Text under Erin = Dedicate a workspace • Text under Mallory = Schedule breaks • Text under the characters is in the same pale yellow as the banners above them 			
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7. Hank at dinner			
Visuals/Graphic	Script/Auido	Programing/Animation Notes:	Comments
<ul style="list-style-type: none"> • The scene is Hank’s dining room • He and his kids are sitting at the dining room table. Hank is on the right, then his son to his left, then his daughter at the head of the table to the left • Hank is in his pajamas staring at an open laptop. Next to the laptop are two folders. • Hank looks miserable – arms are crossed • There is a thought bubble coming out of Hank’s head to the right with a movie of Hank happily working at the office • His younger son (elementary school age) has a plate of food in front of him • His daughter is at the end of the table with a plate of food in front of her 	<p>[Hank] “When I first started working from home, very little work was getting done. Sometimes, I didn’t even get dressed, and I often ignored my kids. I often daydreamed about the structure and routine of the office.”</p>	<ul style="list-style-type: none"> • This scene transitions by zooming out from Hank’s face to reveal that he is sitting at the dinner table with his two kids • Hank is animated swinging his foot • Hank’s son is animated, speaking • Daughter is slowly eating her dinner and looks like a typical cranky teen. • A movie of Hank in the office busily working and happy is playing in Hank’s thought bubble 	

Working From Home: Establishing Healthy Work Habits - Storyboard

8. Hank waking up			
Visuals/Graphic	Script/Auido	Programming/Animation Notes:	Comments
<ul style="list-style-type: none"> • Hank’s bedroom • There is a closet on the left • Hank’s bed is on the right – he is laying down under a comforter with his feet facing into the middle of the room • In the front right corner is a nightstand with a lamp and box of tissue on it • There is an oversized digital alarm clock on the windowsill that reads 7:00 in red 	<p>[Hank] “So I set up a morning routine. I wake up at 7 am every day ...”</p>	<ul style="list-style-type: none"> • Scene transitions with split-horizontal • As this scene starts, you hear an alarm clock ring • Hank wakes and stretches 	

9. Hank working out			
Visuals/Graphic	Script/Auido	Programming/Animation Notes:	Comments
<ul style="list-style-type: none"> • Continue in Hank’s bedroom. • Clock says 7:01 when he gets out of bed, 7:05 when he starts to do push-ups, 7:10 when he uses his ab-roller, and 7:13 when he gets up and walks toward the closet 	<p>[Hank] “I get a short workout in...”</p>	<ul style="list-style-type: none"> • Hank gets out of bed on the learner’s side of the scene and walks to the middle of the bed • Hank then drops and does push ups • After a few push-ups, he switches to using the ab wheel • He then stands and walks towards the closet 	

Working From Home: Establishing Healthy Work Habits - Storyboard

10. Hank is dressed			
Visuals/Graphic	Script/Auido	Programming/Animation Notes:	Comments
<ul style="list-style-type: none"> • Continue in Hank’s bedroom • Hank is now in front of his closet, facing front and dressed • Clock says 7:15 • Blue ribbon heading with “Establish A Routine” (same colour scheme as the characters names in scene 6) 	<p>[Hank] “By 7:15, I am dressed and ready to slay my day! Establishing a routine helped me be more productive working from home!”</p>	<ul style="list-style-type: none"> • Hank is facing front and has his arms up in the air (saying YAY!) • Establish A Routine banner pops up centered at the top of the scene just as Hank finishes his audio • Sound effect “Audience Yeah” plays at the end of the scene 	

11. Introduction to Erin			
Visuals/Graphic	Script/Auido	Programming/Animation Notes:	Comments
<ul style="list-style-type: none"> • Fade to grey as the transition to this scene • This scene is the same as scene 6 but begins with everything on the screen • There is a large green checkmark over ‘Establish a Routine’ text under Hank 	<p>No audio</p>	<ul style="list-style-type: none"> • Camera zooms in on Erin’s face as it did on Hank’s at the end of scene 6, and zooms out on the next scene 	

Working From Home: Establishing Healthy Work Habits - Storyboard

12. Erin in her living room			
Visuals/Graphic	Script/Auido	Programming/Animation Notes:	Comments
<ul style="list-style-type: none"> • Camera zooms out from Erin’s face – she is sitting on a couch in her living room. • In front of the couch is a coffee table with a laptop, cup of coffee, and paper/pen. There is a single sofa chair and a bookshelf as well • The room is clean and neat – hear the coffee table is a garbage can 	<p>[Erin] “When I first came home, I decided to set up a workspace in the living room...”</p>	<ul style="list-style-type: none"> • This scene transitions by zooming out from Erin’s face to reveal that he is sitting on her couch in the living room • Erin is happily typing away on the laptop 	

13. Erin in her living room			
Visuals/Graphic	Script/Auido	Programming/Animation Notes:	Comments
<ul style="list-style-type: none"> • Camera zooms out from Erin’s face – she is sitting on a couch in her living room. • The living room is now a complete mess – there are toys, books, and papers strewn on the floor • The garbage can from the previous scene is lying on its side with garbage coming out onto the floor • Folders of work have piled up next to Erin on the coffee table • Erin is looking at her kids, a son who is standing on the 	<p>[Erin] “I quickly realized that once my kids got home, the noise and chaos disrupted my work flow and concentration. I needed to find an unshared space.”</p>	<ul style="list-style-type: none"> • This scene fades in from the previous one • Erin is animated looking sad and exasperated • Erin’s son (elementary school age) is jumping on the sofa chair • Erin’s daughter (also elementary school age) is in the middle of the scene, playing the saxophone • Musical notes are coming out of the saxophone 	

Working From Home: Establishing Healthy Work Habits - Storyboard

<p>sofa chair and a daughter who is standing in the middle of the room with a saxophone</p>			
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14. Erin in her office			
Visuals/Graphic	Script/Auido	Programming/Animation Notes:	Comments
<ul style="list-style-type: none"> • Erin is in her office above the garage. The desk is at the back of the scene. • On the desk are a computer monitor with graphics on it and coffee mug • Erin is sitting in a chair at her desk facing right, texting and smiling. • There is also a sofa chair, end table with folders, a filing cabinet with a plant on it, and a rug. • Also noticeable is an upright garbage can. 	<p>[Erin] "I chose the space above the garage as an office. Once I dedicated a workspace, I was able to focus, and get my work done."</p>	<ul style="list-style-type: none"> • This scene fades in • Erin's texting is animated • Dedicate a workspace! banner pops up angled in the upper left corner of the scene just as Erin finishes her audio • Sound effect "Audience Yeah" plays at the end of the scene 	

Working From Home: Establishing Healthy Work Habits - Storyboard

15. Introduction to Mallory			
Visuals/Graphic	Script/Auido	Programming/Animation Notes:	Comments
<ul style="list-style-type: none"> • Fade to grey as the transition to this scene • This scene is the same as scene 6 but begins with everything on the screen. • There is a large checkmark over 'Establish a Routine' text under Hank • There is also a large checkmark over 'Dedicate a Workspace' text under Erin. 	No audio	<ul style="list-style-type: none"> • Camera zooms in on Mallory, and zooms out on the next scene 	

16. Mallory's office			
Visuals/Graphic	Script/Auido	Programming/Animation Notes:	Comments
<ul style="list-style-type: none"> • This scene is a series of frames that will show the passage of time while Mallory works at her desk. • She is sitting in a home office at a desk, facing right, typing on a computer, smiling • A large analog clock is over her right shoulder – it reads seven • There is a bookshelf and bulletin board with papers pinned up behind her as well. • In the next frame, Mallory is still sitting and typing and 	<p>[Mallory] "I was so excited to work from home that I started early at 7 am..."</p> <p>"I kept working throughout the day."</p>	<ul style="list-style-type: none"> • Camera zooms out on Mallory's face, she is smiling • A circular reveal shows the clock's time (7) • Mallory's typing is animated • A circular reveal shows the clock's time (9) • Mallory's typing is animated 	

Working From Home: Establishing Healthy Work Habits - Storyboard

<p>smiling, but the smile is a bit smaller now</p> <ul style="list-style-type: none">• The clock reads nine• In the next frame, Mallory is sitting facing the other way, eating lunch staring out the window• The clock reads noon• In the next frame, Mallory is again facing her computer, with her head on her hand and her elbow on her desk – she looks bored and is getting tired• The clock reads three• In the next frame, Mallory is stretching her back while sitting.• The clock reads six• In the final frame of this scene, Mallory slumps onto her keyboard, asleep• The clock reads nine	<p>“I even ate lunch at my desk.”</p> <p>“By three o’clock, my focus waned but I kept going”</p> <p>“ I didn’t have time for my yoga practice, so I stretched at my desk.”</p> <p>“ I usually fell asleep by 9 pm, flopped over my computer”</p>	<ul style="list-style-type: none">• A circular reveal shows the clock’s time (12)• Mallory’s eating is animated• A circular reveal shows the clock’s time (3)• Mallory’s typing is animated• A circular reveal shows the clock’s time (6)• Mallory’s stretching is animated• A circular reveal shows the clock’s time (9)• Mallory’s slumps over her computer, asleep	
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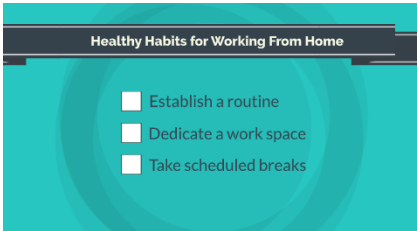
Working From Home: Establishing Healthy Work Habits - Storyboard


17. Mallory is in her living room doing yoga			
Visuals/Graphic	Script/Auido	Programming/Animation Notes:	Comments
<ul style="list-style-type: none"> • Mallory is in her living room • There is a couch and coffee table on the left – the coffee table has a partially completed puzzle on it. • To the right of the couch is an end table with a bowl of fish • There is a window to the right as well • In front of the window is a yoga ball and a yoga mat. • A TV facing the window is in the front right corner of the scene There is a window to the right as well • In front of the window is a yoga ball and a yoga mat. • Mallory is in yoga clothes stretching on the yoga mat • A dog is in front of the coffee table looking at her. 	<p>[Mallory] "I realized I needed to step away from work during the day to practice yoga and..."</p>	<ul style="list-style-type: none"> • Mallory is stretching 	

18. Mallory is in her living room reading			
Visuals/Graphic	Script/Auido	Programming/Animation Notes:	Comments
<ul style="list-style-type: none"> • Same scene background as the last scene • Mallory walks over to the couch and sits down • She is wearing yoga clothes and reading a book. • She has a dog, who is sitting at her feet and looking at her. 	<p>[Mallory] ...to work on puzzles, or read. By scheduling my breaks, I never miss taking one, and my productivity has improved."</p>	<ul style="list-style-type: none"> • Mallory is turning the pages of her book and smiling • The fish are swimming around in their bowl • The puppy is sitting in front of the couch, looking at her • Schedule Breaks! banner pops up angled in the upper right 	

Working From Home: Establishing Healthy Work Habits - Storyboard

		<p>corner of the scene just as Mallory finishes her audio</p> <ul style="list-style-type: none"> • Sound effect “Audience Yeah” plays at the end of the scene 	
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19. Healthy Habits Checklist			
Visuals/Graphic	Script/Auido	Programming/Animation Notes:	Comments
<ul style="list-style-type: none"> • Dave in a pink circle (same colour as the characters’ circles) to the right of a checklist, facing the learner 	<p>[Dave]</p> <p>“By practicing healthy habits which include establishing a routine, dedicating a workspace, and scheduling breaks...”</p>	<ul style="list-style-type: none"> • Scene comes in with an iris square transition • Red checkmarks appear in the boxes timed with the audio 	

20. Final Scene			
Visuals/Graphic	Script/Auido	Programming/Animation Notes:	Comments
	<p>[Dave]</p> <p>“...Hank, Erin, and Mallory could be more productive while working from home, benefitting them, and our company!”</p>	<ul style="list-style-type: none"> • Scene comes in with a blinds transition • New graph fades in on the upper right, times with audio • All characters are happy and animated. • Graph fades in with “productivity goes up!” • Sound effect “Audience Yeah” plays at the end of the scene 	

Working From Home: Establishing Healthy Work Habits - Storyboard