Time Blocking Storyboard

Colors/Setting: Main scene: Office with brick background   Secondary color: blue/teal

Characters: Business Friendly characters – men and women, main character is female

Narration: VO with female voice (WellSaid Labs)

Audio: Creating Greatness audio track playing in background through entire video, fading at the end.

Scene 1: Opening scene	Shot #1
Action/Visuals	
Several business styled characters in the background, main figure sitting in foreground. Background character drinks coffee as second character listens to music with headphones and character at desk off to right is using his phone. Main character is speaking.	
Dialogue/Audio	Text on Screen
Many of us are stretched for time. There never seem to be enough hours in a day. We spend a lot of wasted time doing things that are not important to us. We make to do lists and check them off, but are we really spending our time the way we want?	None
FX	Notes:

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Scene 2: BBQ scene	Shot # 2
Action/Visuals	
Scene fades in, Six characters enjoy a BBQ outside while main character speaks and looks at camera. Other characters are eating, talking and BBQing. Main character is facing camera and speaking.	
Dialogue/Audio	**Text on Screen**
The important things in your life may not be work related. You may want to have more time with family, or time to pursue a hobby.	None
FX:	Notes:

Scene 3: Office	Shot #3
Action/Visuals	
Scene fades in. Main character speaks and other characters continue their previous motions.	
Dialogue/Audio	Text on Screen

What if I told you, you could get more done in the same number of hours?	
FX	Notes:
Main character stands and walks to right, stopping at the desk.	

Scene 4: Time Blocking	Shot #
Action/Visuals	
Main character walks and speaks. Other characters continue their previous motions.	
Dialogue/Audio	Text on Screen
Time Blocking is a way to do that. It is the practice of planning out every moment of your day in advance and dedicating specific time "blocks" for certain tasks and responsibilities. Instead of a list that tells you WHAT you are going to do, time-blocking tells you WHEN you are going to do it. If you fill in your calendar with things you WANT to do, as well as what you HAVE to do, it makes it easier to stick to it and not let others steal your time.	Time Blocking (in box)
FX	Notes:

Main character's expression is excited, and her arm goes up to highlight the text. She leans against the desk and then walks back over to her seat and sits down.	

Scene 5: Time Block Schedule	Shot #
Action/Visuals	
Scene fades in. Main character points to *time blocking schedule* that appears on screen next to her and continues speaking.	
Dialogue/Audio	**Text on Screen**
The idea is to account for every hour you are awake, including both work tasks and personal time. There will be days that unexpected things happen, and you'll have to rearrange and reschedule. But the main idea is to keep yourself focused.	
FX	**Notes:**
Camera zooms in on a closeup of main character speaking.	

Scene 6: Focus	Shot #
Action/Visuals	
Scene fades in. Main character sits while speaking.	
Dialogue/Audio	**Text on Screen**
Focusing on a single task can make you up to 80 percent more productive than splitting your attention across multiple tasks. Plus, when you know you have set aside time to check email or reply to messages, you won't stress about not having time to do these things.	80%
FX	**Notes:**
Camera zooms in on a closeup of 80% graphic.	

Scene 7: Daily Activities	Shot #
Action/Visuals	
Scene fades in. Main character is shown in three scenarios, working out, in a meeting, and at home during a meal.	

Dialogue/Audio	Text on Screen
Think about everything you do during the day, starting with your morning routine. Also, keep in mind your attention and energy levels. This will help you determine which times are best to do various tasks and activities.	
FX	Notes:

Scene 8: Writing it Down	Shot #
Action/Visuals	
Scene fades in and blue background appears with text and block schedule. Three scenes fade in with circle animation for breaks, downtime, and learning.	
Dialogue/Audio	Text on Screen

Write down your tasks for work, home and family and social time. Start with your high-priority tasks first, and then fit them into blocks on a digital or paper calendar. Don't forget to add time for breaks, downtime, and learning. You don't have to be productive 100% of the time.	✓ Client Meetings ✓ Work Out ✓ Cook Dinner
FX	Notes:
Animated whiteboard hand writes text as each line appears individually with a checkmark. Block Schedule appears and checkmarks point to three areas which relate to the previously checked text.	

Scene 9: Falling Behind	Shot #
Action/Visuals	
Scene fades in with main character at home holding her hands to her head frustrated while household chores are piling up. Then she is vacuuming the carpet, and the house is in order.	
Dialogue/Audio	Text on Screen

If you are constantly falling behind on tasks, you can schedule an overflow day to help you get caught up and not feel overwhelmed.	
FX	Notes:

Scene 10: Conclusion	Shot #
Action/Visuals	
Main character is back in the office speaking to the camera.	
Dialogue/Audio	Text on Screen
Think about time-blocking as a framework for thinking about your day, rather than a set of laws you can't break. You will be surprised at how much time you gain during your day by using this time-blocking technique!	
FX	Notes:

Scene 11: More Information	Shot #
Action/Visuals	
Main character continues to speak to the camera while standing in the office. Second character speaks at the end (from her position on the couch) and raises her arms in excitement. Both characters smile.	
Dialogue/Audio	**Text on Screen**
Main Character: For more information, check out the book Deep Work by Cal Newport. He also sells The Time-Block Planner, which will guide you through the basics of time-blocking followed by daily planning pages to help you focus on what's important. Secondary character: Happy planning!	Deep Work By Cal Newport The Time-Blocking Planner By Cal Newport
FX	**Notes:**
Text slides in from right inside two rectangular shapes.	