

# How to Be a Productive Remote Professional – eLearning Storyboard

## **Target Audience:**

Professionals from all backgrounds transitioning to remote work locations or already working remotely

## **Objectives:**

At the end of this course, the learner will be able to:

- Build a better and more organized remote work area
- List the equipment needed in a remote work area to be productive
- Practice self-discipline and create structured schedules
- Apply balance to their work and personal life

## **Media Used:**

Graphics, animations, voice-over narration and royalty-free images

## **Outline:**

1. Welcome
2. Navigation
3. Learning Objectives
4. Workspace
  - a. Discuss the importance of a comfortable and functional work area
  - b. Show examples of a functional work areas
5. Knowledge Check
  - a. Click to submit the correct photo of a functional work area
  - b. Correct, Show the Correct Answer Feedback
6. Equipment
  - a. Learners will go through and click each equipment listed to reveal more information about its functionality in the work area
7. Time Management
  - a. List examples of Time Management techniques

## 8. Breaks

- a. List examples of best practices for taking breaks while working remotely

## 9. Knowledge Check

- a. Learners will click to reveal more information about the correct option for taking a break during work hours
- b. Correct, Try Again Feedback

## 10. Communicate


- a. List examples of communication and networking methods

## 11. Clock Out

- a. Learners will hover on markers to reveal more information about work and life balance

## 12. Summary

**eLearning Storyboard:**

| Slide# & Title          | Text Display & Interactions   | Graphics  | Audio/Voiceover  |
|-------------------------|---|---|--|
| <p>1.1 - Welcome</p>    | <p><b>How to Be a Productive Remote Professional</b></p> <p>Click on the start button when you are ready to begin</p> <p><b>Start</b> button for learner to click to begin</p> <p><b>Navigation</b> button for learner to click to go to Navigation slide</p> | <p>Image of a zoom call meeting</p>         | <p>Light music</p> <p>Welcome to this course about being a Productive Remote Professional. I hope that you will enjoy and benefit from it.</p> <p>Click on the start button when you are ready to begin or select the Navigation button to learn how to navigate the course.</p> <p>Click 'Navigation' to learn how to navigate the course!</p> <p>Or</p> <p>Click 'start' to begin!</p> |
| <p>1.2 - Navigation</p> | <p><b>Navigation:</b></p> <p>Using the Course Interface</p> <p>Click each arrow to reveal more Information</p> <p>Learners will click on each arrow to reveal the layers showing the navigation function</p>  | <p>Content library photo of navigation screen in a car</p> <p>Text boxes with arrows pointing at each navigation function</p> | <p>Please take a moment to review the buttons on this screen to help you navigate this module.</p> <p>Click on each arrow to reveal its functionality.</p> <p><b>[Layer 1]</b></p> <p>Use the next button to go to the next slide by clicking on it</p>  |

1.2 -  
Navigation  
Continued

**[Layer 1]**

Click to go to the next slide

**[Layer 2]**

Use the Menu on your right to select different parts of this course

**[Layer 3]**

Click to go to the previous slide

**[Layer 4]**

Click to adjust the Audio volume

**[Layer 5]**

Click to replay a slide

**[Layer 6]**

The seekbar shows the progress of the slide.

**[Layer 7]**

Click to pause or play a slide



**[Layer 2]**

Use the Menu on your right to select different parts of this course

**[Layer 3]**

The previous button takes you to the previous slide when clicked

**[Layer 4]**

You can adjust the Audio with the volume control

**[Layer 5]**

Click on the replay button to replay a slide

**[Layer 6]**

The seekbar shows the progress of the slide

**[Layer 7]**

Click to pause or play a slide

|                         |   |   |  |
|-------------------------|---|---|--|
| <p>1.3 - Objectives</p> | <p><b>Objectives</b><br/>(On-screen text timed with audio)</p> <p>At the end of this module, you will be able to:</p> <ul style="list-style-type: none"> <li>• Build a better and more organized remote work area.</li> <li>• List the equipment needed in your remote work area to be productive.</li> <li>• Practice self-discipline and create structured schedules.</li> <li>• Apply balance to your work and personal life.</li> </ul> | <p>Image of a person writing on a notebook</p> <p>Learning objectives in a text box</p>   | <p>At the end of this module, you will be able to:</p> <ul style="list-style-type: none"> <li>• Build a better and more organized remote work area.</li> <li>• List the equipment needed in your remote work area to be productive.</li> <li>• Practice self-discipline and create structured schedules.</li> <li>• Apply balance to your work and personal life.</li> </ul> |
| <p>1.4 - Workspace</p>  | <p><b>Setup your workspace</b><br/>(On-screen text timed with audio)</p> <p>You want to create a comfortable and functional work area in your home.</p> <p>Preferably a well-lit space near a window to boost your mood,</p> <p>If you do not have the option of a window, bring in the light.</p> <p>Brighten your space with natural light bulbs.</p> <p>Click each photo below to reveal more information.</p>                           | <p>Image of an at-home workstation</p> <p>3 small photos showing different workspaces</p> <p><b>[Layer 1]</b> Photo of a workspace.</p> <p><b>[Layer 2]</b> Photo of a workspace.</p> <p><b>[Layer 3]</b> Photo of a workspace.</p> | <p>You want to create a comfortable and functional work area in your home.</p> <p>Preferably a well-lit space near a window to boost your mood,</p> <p>If you do not have the option of a window, bring in the light.</p> <p>Brighten your space with natural light bulbs.</p> <p>Click each photo below to reveal more information.</p>                                     |

1.4 -  
Workspace  
Continued

**On-screen text:** Click each photo below to reveal more information

**[Layer 1]**

You can bring life into your workspace with beautiful portraits and plants.

Click on this X to go back

**[Layer 2]**

Make sure your workspace is neat and organized.

This helps you stay focused and function better.

Click on this X to go back

**[Layer 3]** Photo of a workspace.

Find workspaces outside your home for a change of environment sometimes.

Parks and coffee shops are great, depending on your type of work.

Click on this X to go back



You will be able to proceed to the next slide after visiting each photo.

**[Layer 1]**

You can bring life into your workspace with beautiful portraits and plants.

**[Layer 2]**

Make sure your workspace is neat and organized.

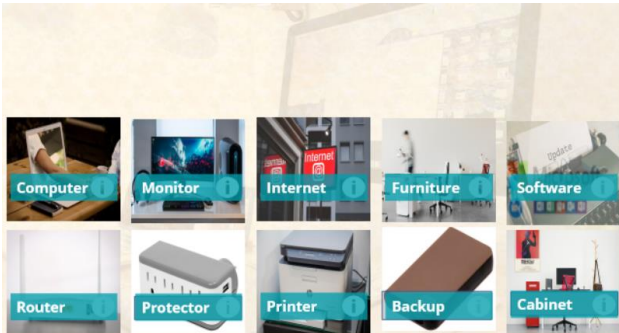
This helps you stay focused and function better.

**[Layer 3]**

Find workspaces outside your home for a change of environment sometimes.

Parks and coffee shops are great, depending on your type of work.

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|------------------------------|---|---|--|
| <p>1.5 - Knowledge Check</p> | <p><b>Knowledge Check</b><br/>Which option below indicates a comfortable and functional work area while working remotely?</p> <p>Click to select the correct option and click the submit button</p> <p>True<br/>False - correct</p> <p>Feedback:<br/>Correct - That's right! You selected the correct response</p> <p>Incorrect - Not quite! The correct answer is a well-lit space near a window</p> | <p>Image of a home office</p> <p>3 small images of home offices.</p> <p>Multiple choice</p> | <p>Which option below indicates a comfortable and functional work area while working remotely?</p> <p>Click to select the correct option and click the submit button</p> |
|------------------------------|---|---|--|

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| <p>1.6 -<br/>Equipment</p> | <p><b>Equipment:</b><br/>Equipment Needed</p> <p>(Flip cards – learner clicks to ‘flip’ the cards to reveal equipment information)</p> <p><b>[Layer 1]</b><br/>A good reliable computer</p> <p><b>[Layer 2]</b><br/>A big monitor can enhance your laptop</p> <p><b>[Layer 3]</b><br/>High-Speed Internet Access</p> <p><b>[Layer 4]</b><br/>A good desk and an ergonomic chair</p> <p><b>[Layer 5]</b><br/>Specific software needs</p> <p><b>[Layer 6]</b><br/>Network Router for working wirelessly</p> <p><b>[Layer 7]</b><br/>Surge Protector for electrical equipment</p> | <p>Background: Reduced transparent content library photo of a home office</p> <p>10 small photos of equipment from the content library</p> <p>Text boxes with names of each equipment</p>  | <p>You need the right equipment to be able to work remotely</p> <p>Click on each equipment name for more Information</p> <p>You will be able to proceed to the next slide after visiting each equipment.</p> <p><b>[Layer 1]</b><br/>You need a good reliable computer<br/>Do your research to find a computer that can handle your specific needs.<br/>Preferably a laptop so that you can be mobile</p> <p><b>[Layer 2]</b><br/>A big monitor can enhance your laptop<br/>And can be less stressful on the eyes</p> <p><b>[Layer 3]</b><br/>High-Speed Internet Access<br/>A broadband connection is essential if you are going to work efficiently online</p> <p><b>[Layer 4]</b><br/>A good desk and an ergonomic chair<br/>A comfortable chair is one of the most important components of any office<br/>So, take time and care to select and invest in a good one<br/>Make sure you test and get a good feel of the chair before making a purchase.</p> |
|----------------------------|--|---|---|

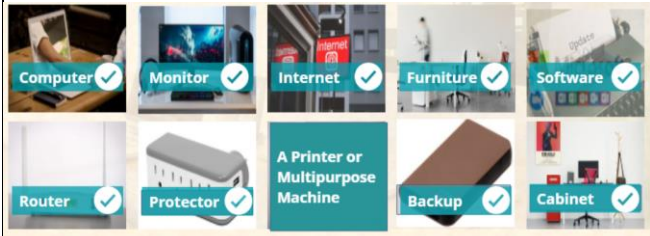


1.6 -  
Equipment  
Continued

**[Layer 8]**  
A Printer or Multipurpose Machine

**[Layer 9]**  
Backup Drive or Personal Server

**[Layer 10]**  
Storage for all office supplies



**[Layer 5]**  
Software: Some small business owners simply need access to word processing, spreadsheets, and email management applications  
But others need additional software that is specific to their business  
Make a list of what you will need to run your home office

**[Layer 6]**  
You need a Network Router so that you can work wirelessly

**[Layer 7]**  
Surge Protector: Protect your electrical equipment in case of power fluctuations

**[Layer 8]**  
A Printer or Multipurpose Machine  
You want to be able to scan, fax, or make copies. Consider looking into multipurpose machines that can manage all these tasks.

**[Layer 9]**  
Backup Drive or Personal Server  
You can use cloud-based backup services to copy your files automatically.  
But it is also a good idea to have an in-house backup in place.  
External drives and personal servers are relatively affordable and can save your business in case of computer failure

**[Layer 10]**  
Storage Needs. Neatly store away all your office supply in a file cabinet

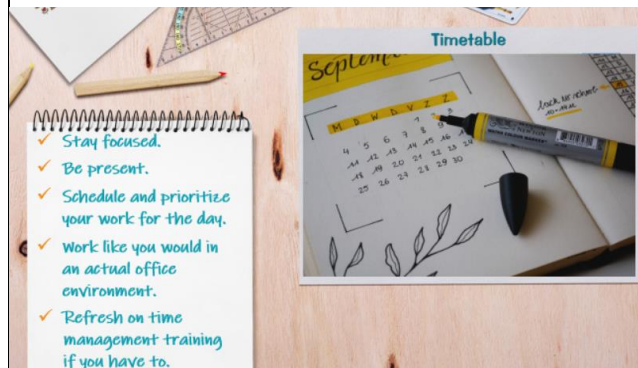
1.7 -  
Time  
Management

**Time Management**  
(On-screen text timed with audio)


- Stay focused.
- Be present
- Schedule and prioritize your work for the day
- Work like you would in an actual office environment
- Low classical music might help you stay alert
- Refresh on time management training if you have to

Images of a timetable, pencil, ruler, and notepad on a desk

List of time management ideas in a text box



Manage your time efficiently  
Stay focused  
Be present  
Schedule and prioritize your work for the day.  
Work like you would in an actual office environment  
Low classical music might help you stay alert  
Refresh on time management training if you have to

|                     |   |  |   |
|---------------------|---|--|---|
| <p>1.8 - Breaks</p> | <p><b>Take Breaks</b><br/>(On-screen text timed with audio)</p> <p>Breaks are very important to reset and refocus</p> <p>Stretch, walk away from your desk</p> <p>Walk your dog for a few minutes if you have one</p> <p>Talk to someone</p> <p>Refuel with snack and your choice of beverage</p> | <p>Image of a little girl walking a dog</p> <p>List of best practices for taking breaks during work hours showing in text boxes</p>  | <p>Breaks are very important to reset and refocus</p> <p>Stretch, walk away from your desk</p> <p>Walk your dog for a few minutes if you have one</p> <p>Talk to someone</p> <p>Refuel with snack and your choice of beverage (No, not wine. HAHA)</p> <p>Wait until after hours if you have to unwind with alcohol</p> |
|---------------------|---|--|---|

1.9 - Knowledge Check

**Knowledge Check**

Let's say you need a break during work hours

Which option below would be a good option for a break?

Learner clicks on the options. More Information is revealed when clicked

Feedback:

Incorrect:

**[Layer 1]**

Bad option. Working is not considered as "taking a break"

Incorrect:

**[Layer 2]**

Bad option. Not advisable during Office hours

Correct:

**[Layer 3]**

Good option. A short walk can boost your energy

Incorrect:

**[Layer 4]**

Bad option. Social media can be very distracting

Background image of a home office

4 small images of different break options

Multiple choice. Click to reveal more information



Let's say you need a break during work hours

Which option below would be a good option for a break?

Click on the correct option.

You will be able to proceed to the next slide when you click on the correct option

**[Layer 1]**

No, working is not considered as "taking a break"

**[Layer 2]**


No, not advisable during office hours.


**[Layer 3]**

Yes, a short walk can boost your energy

**[Layer 4]**

No, social media can be very distracting especially during work hours

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| <p>1.10 - Communicate</p> | <p><b>Communicate</b><br/>(On-screen text timed with audio)</p> <ul style="list-style-type: none"> <li>• Reach out</li> <li>• Network with your colleagues</li> <li>• Build a relationship with them</li> <li>• Attend work meetings and functions</li> <li>• Reach out to them through phone calls or emails</li> <li>• Resolve conflicts intelligently to keep a good work relationship</li> </ul> | <p>Background image of someone making a call</p> <p>List of best practices for networking and communication with colleagues</p>  | <p>Reach out</p> <p>Network with your colleagues</p> <p>Build a relationship with them</p> <p>Attend work meetings and functions.</p> <p>Reach out to them through phone calls or emails</p> <p>Resolve conflicts intelligently to keep a good work relationship.</p> |
|---------------------------|--|--|---|

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| <p>1.11 –<br/>Clock Out</p> | <p><b>Balance Work &amp; Personal Life</b></p> <p>Hover on each marker below for more information</p> <p>Learner hovers over markers to reveal more information about work life balance</p> <p><b>[Marker on clock at 12]</b><br/>Set time aside to spend with your family and friends</p> <p><b>[Marker on clock at 3]</b><br/>Take vacations</p> <p><b>[Marker on clock at 6]</b><br/>Stick to your clock out time</p> <p><b>[Marker on clock at 9]</b><br/>Resist the temptation to extend your work to afterhours so that you don't burn out</p> | <p>Image of someone doing yoga<br/>Low transparent image of someone on a laptop<br/>Low transparent image of laptops<br/>Image of a clock with markers</p>  | <p>Remember to balance your work and personal life</p> <p>Hover on each marker below for more information.</p> <p><b>[Marker on clock at 12]</b><br/>Set time aside to spend with your family and friends.</p> <p><b>[Marker on clock at 3]</b><br/>Take vacations</p> <p><b>[Marker on clock at 6]</b><br/>Stick to your clock out time</p> <p><b>[Marker on clock at 9]</b><br/>Resist the temptation to extend your work to afterhours so that you don't burn out</p> |
|-----------------------------|--|--|--|

|                           |  |  |  |
|---------------------------|--|--|--|
| <b>1.11 –<br/>Summary</b> | <b>Thank You for Participating</b><br><br>Thank you for completing this module<br><br>You can now take the steps needed to be more productive while working remotely | Image of someone working with a laptop | Thank you for completing this module<br><br>You can now take the steps needed to be more productive while working remotely |
|---------------------------|--|--|--|