

Storyboard: Time Management Fiascos

A Vyond Video Full of Time Management and Productivity Tips - By Sarah Josephson

Introduction: Video demonstration of how to manage time and increase productivity on the job.

- How to prioritize tasks and use the pomodoro technique for time management.
- How to increase productivity by keeping your workspace clean and leveraging productivity apps.

Learning Objectives:

- Identify strategies for improved time management.
- Identify strategies for increased productivity.

Target Audience:

- New employees as part of the onboarding process.
- Employees already on board who have demonstrated a need for time management and productivity tips.

Seat Time: 3 minutes

Outline:

- Introduction
- Scene 1: Workplace Scenario - John's Impact on Others
 - John drops the ball on providing feedback to a coworker.
- Scene 2: Workplace Scenario - John's Meeting Delay
 - John is late to a meeting which hinders collaboration.
- Scene 3: Workplace Scenario - Manager's Intervention
 - Time Management Tips
 - Prioritize Tasks
 - Use the Pomodoro Technique
 - Productivity Tips
 - Clean and Organize Your Space
 - Leverage Productivity Apps
- Scene 4: Success
 - John's habits are transformed.
 - Coworkers rely on him to get the job done.
- Conclusion
 - Johnny's team celebrates his success.
 - Contact HR for helpful tips.



Font:

- League Gothic
- White when in caption bubble

Characters:

- Johnny – Disorganized Employee
- Sarah – Affected Coworker
- Jane – Johnny's Manager
- Narrator

Color Palette:





Directions:

- Each table in this storyboard represents one scene. Some scenes are broken up into A, B, C and so on. This is noted in the title for each.
- The left column has visuals and graphics. The 2nd column includes all audio/script plus an indication of the character speaking [character]. The 3rd column lists programming/animation notes. The last column is for comments.
- Audio will be lip synched with character speaking.



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[Introduction A]			
Visuals/Graphic	Script/Audio	Programming/Animation Notes	Comments
 <p>Office building with parking lot and sidewalk.</p> <p>Johnny: Stressed and frazzled running into work with briefcase.</p>	<p>[Johnny] Uh oh, I'm late to work. I better hurry!</p>	<ul style="list-style-type: none"> Background music begins with scene and plays throughout video. Johnny audio plays as the scene opens. Opening shot of Johnny running from parking lot on left to entrance of work building on right. Zoom in on Johnny and pan to right to building entrance. 	
[Introduction B]			
Visuals/Graphic	Script/Audio	Programming/Animation Notes	Comments
<p>Narrator head and shoulders masked inside circle.</p> <p>Title masked inside caption shape.</p>  <p>Johnny: Working at his cluttered desk covered with papers and banana peel; stressed and frazzled.</p> <p>Narrator head and shoulders masked inside circle.</p>	<p>[Narrator [1]] Welcome to Time Management Fiascos. A training on what to do and NOT do to optimize time and productivity at work.</p> <p>[Johnny] Oh, I can never seem to finish my tasks on time! I'm not going to meet Sarah's deadline for feedback.</p> <p>[Narrator [2]] Meet Johnny. A disorganized employee whose inability to manage time is affecting his team.</p>	<ul style="list-style-type: none"> Fades to zoomed in view of title in caption shape, top right corner of screen (leave room for narrator to right). Narrator's image pops in to right, slightly overlaps caption shape timed with Narrator [1] VO. Title in masked shape pops out timed with VO. Camera starts to zoom out as Narrator says "...and not do..." to see full scene of Johnny working at messy desk. Johnny audio plays. Scene zooms in on Johnny as he says, "I'm not going to..." Narrator [1] audio plays. Narrator's image in circle pops in and out timed with VO, top right corner. 	



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[Scene 1A: Workplace Scenario - John's Impact on Others]			
Visuals/Graphic	Script/Audio	Programming/Animation Notes	Comments
 <p>Sarah sitting at cubicle office desk; worried & working.</p> <p>Clock on wall of cubicle:</p> <ul style="list-style-type: none"> • 10 am • 2 pm • 4 pm • 6 pm <p>Narrator head and shoulders masked inside circle.</p>	<p>[Sarah] I can't move forward without Johnny's input!</p> <p>[Clock Ticks 3 Times]</p> <p>[Narrator] This is Sarah, one of Johnny's coworkers. She's been waiting for his feedback all day so she can meet tomorrow morning's deadline.</p>	<ul style="list-style-type: none"> • Wipe left transition to zoomed in view of Sarah, working at desk in cubicle. • Sarah audio plays. Immediately after, clock ticks 3 times. With each tick the time changes to 2, 4, and 6 with a pop dots transition timed with VO. • Camera zooms out with clock ticks to show whole cubicle space. • Narrator audio plays once ticks complete. • Narrator's image in circle pops in and out timed with VO, top left corner. 	
[Scene 1B: Workplace Scenario - John's Impact on Others]			
Visuals/Graphic	Script/Audio	Programming/Animation Notes	Comments
 <p>Sarah sitting at cubicle office desk; worried & working.</p> <p>Narrator head and shoulders masked inside circle.</p> <p>Clock on wall of cubicle:</p> <ul style="list-style-type: none"> • 10 am • 2 pm • 4 pm 	<p>[Sarah] Now, I'll have to work late tonight!</p> <p>[Narrator] Johnny's disorganized work habits are affecting his team.</p>	<ul style="list-style-type: none"> • Scene continued with same view of Sarah at cubicle office desk, working. • A caption bubble shape with video of Sarah working late at night fades in and pops out timed with Sarah audio. • Narrator audio plays. • Narrator's image in circle pops in and out timed with VO, top left corner as camera zooms in closer to narrator and Sarah. 	


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<ul style="list-style-type: none"> 6 pm <p>Narrator masked inside circle.</p> <p>A video of Sarah working late at night at desk masked inside caption shape. Remove cubicle walls. Add blue background, twinkly stars and a moon.</p>			
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[Scene 2A: Workplace Scenario - John's Meeting Delay]			
Visuals/Graphic	Script/Audio	Programming/Animation Notes	Comments
 <p>Conference Room setting with table and screen.</p> <p>Jane: Standing and confused.</p> <p>Sarah and Coworker: Sitting and confused.</p> <p>Narrator head and shoulders masked inside circle.</p>	<p>[Jane] Has anyone seen Johnny? He's first on the agenda.</p> <p>[Narrator] Meet Johnny's manager, Jane.</p>	<ul style="list-style-type: none"> Fade to conference room with Jane standing up front to right of screen, Sarah and coworker sitting at table. Jane audio plays. Camera zooms in closer to Jane and Sarah, timed with this audio. Narrator audio plays. Narrator's image in circle pops in and out timed with VO, top left corner. 	
[Scene 2B: Workplace Scenario - John's Meeting Delay]			
Visuals/Graphic	Script/Audio	Programming/Animation Notes	Comments
	<p>[Johnny] Oh no, I forgot I have a meeting! My notes. Where are they?</p> <p>[Narrator] Looks like Johnny's at it again! Now he's late. Again!</p>	<ul style="list-style-type: none"> Wipe left to Johnny at his cluttered desk. Johnny audio plays. Camera zooms in closer to Johnny timed with VO. 	


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<p>Johnny: Working at cluttered desk, stressed.</p> <p>Narrator head and shoulders masked inside circle.</p>		<ul style="list-style-type: none"> Narrator audio plays. Narrator's image in circle pops in and out timed with VO, top right corner. 	
[Scene 2C: Workplace Scenario - John's Meeting Delay]			
Visuals/Graphic	Script/Audio	Programming/Animation Notes	Comments
 <p>Jane: Standing and disapproving.</p> <p>Sarah and Coworker: Sitting and disapproving.</p> <p>Johnny: Running in to conference room, stressed.</p> <p>Narrator head and shoulders masked inside circle.</p>	<p>[Johnny] I'm so sorry I'm late!</p> <p>[Jane] John, we needed your input at the beginning of this meeting!</p> <p>[Narrator] As you can see, late arrivals to meetings disrupt workflow and hinder team collaboration.</p>	<ul style="list-style-type: none"> Wipe right back to conference room scene. Jane, Sarah, and coworker disapproving. Johnny audio plays as he walks in from left and stops at front of room to left of Jane. Camera zooms in closer to Johnny, Jane, and Sarah as he walks in. Jane audio plays. Narrator audio plays. Narrator's image in circle pops in and out timed with VO, top left corner. 	


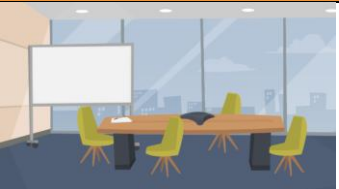
[Scene 3A: Workplace Scenario - Manager's Intervention Intro]			
Visuals/Graphic	Script/Audio	Programming/Animation Notes	Comments
 <p>Johnny's cluttered desk setting.</p> <p>Johnny [1]: Sitting at desk with head on his hand facing left, depressed.</p>	<p>[Johnny [1]] Today has been a struggle.</p> <p>[Jane] Johnny, let's work together to put new time management strategies in place.</p> <p>[Johnny [2]] I would love your help!</p>	<ul style="list-style-type: none"> Wipes left to Johnny's cluttered desk scene. Johnny is sitting with head in his hand. Johnny [1] audio plays. Jane approaches Johnny's desk from right of screen. Jane audio plays. Camera zooms in closer. Johnny [2] audio plays. 	

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Jane: Walking and happy.			
Johnny [2]: Sitting at desk turns head to right to see Jane, he's smiling.			
[Scene 3B: Workplace Scenario - Manager's Intervention Tip 1]			
Visuals/Graphic	Script/Audio	Programming/Animation Notes	Comments
 <p>Conference room setting.</p> <p>[Screen Text 1: Set in Caption Bubble] Time Management Tips</p> <p>[Screen Text 2: Set in Caption Bubble] 1 – Prioritize Your Tasks</p> <p>Narrator head and shoulders masked inside circle.</p> <p>Jane standing at white board on left side of room.</p> <p>Johnny sitting at table in middle of room on front side of table and facing Jane/whiteboard.</p> <p>[Text on White Board in Orange] 1: Prioritize Your Tasks</p>	<p>[Narrator] In today's fast-paced world, time management and productivity strategies are essential skills for success. Tip 1: Prioritize Your Tasks.</p> <p>[Jane] Okay Johnny. Let's prioritize your to-do list.</p>	<ul style="list-style-type: none"> • Wipe right to close-up view of caption bubble with screen text 1 set inside and narrator's image in circle overlapping in top, right corner of conference room setting. • Screen text 2 with caption bubble fades in timed with VO. • Narrator audio plays. Narrator and caption bubble with text pop out timed with VO. • Camera pans diagonally down and to left to see Jane standing at whiteboard and Johnny sitting at table in conference room. • Jane audio plays. 	
[Scene 3C: Workplace Scenario - Manager's Intervention Tip 2]			
Visuals/Graphic	Script/Audio	Programming/Animation Notes	Comments


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 <p>Conference room setting.</p> <p>[Screen Text Set in Caption Bubble] 2 – Use the Pomodoro Technique</p> <p>Narrator head and shoulders masked inside circle.</p> <p>Jane standing at white board on left side of room.</p> <p>Johnny sitting at table in middle of room on front side of table and facing Jane/whiteboard.</p> <p>[Text on White Board in Blue] 1: Prioritize Your Tasks</p> <p>[Text on White Board in Orange] 2: Use Pomodoro Technique</p>	<p>[Narrator] Tip 2: Use the Pomodoro Technique. This will increase your ability to focus.</p> <p>[Jane] Work for 25 minutes and take a 5-minute break. Repeat this throughout the workday.</p> <p>[Johnny] Working in short bursts should help me stay on track.</p>	<ul style="list-style-type: none"> Wipe right to close-up view of caption bubble with screen text set inside and narrator's image in circle overlapping in top, right corner of conference room setting. Narrator audio plays. Narrator and caption bubble with text pop out timed with VO. Camera pans diagonally down and to left to see Jane standing at whiteboard and Johnny sitting at table in conference room. Jane audio plays. Johnny audio plays. 	
[Scene 3D: Workplace Scenario - Manager's Intervention Tip 3]			
Visuals/Graphic	Script/Audio	Programming/Animation Notes	Comments
 <p>Conference room setting.</p> <p>[Screen Text Set in Caption Bubble]</p>	<p>[Narrator] Now let's talk about boosting productivity. Tip 3: Clean and Organize Your Workspace.</p> <p>[Jane] Take some time to organize your space and throw away all trash.</p> <p>[Johnny]</p>	<ul style="list-style-type: none"> Wipe right to close-up view of caption bubble with screen text set inside and narrator's image in circle overlapping in top, right corner of conference room setting. Narrator audio plays. Narrator and caption bubble with text pop out timed with VO. Camera pans diagonally down and to left to see Jane standing at 	


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<p>3 – Clean and Organize Your Workspace</p> <p>Narrator head and shoulders masked inside circle.</p> <p>Jane standing at white board on left side of room.</p> <p>Johnny sitting at table in middle of room on front side of table and facing Jane/whiteboard.</p> <p>[Text on White Board in Blue] 1: Prioritize Your Tasks 2: Use Pomodoro Technique</p> <p>[Text on White Board in Orange] 3: Clean and Organize Your Workspace</p>	<p>A clean workspace will reduce distractions and keep me on task.</p>	<p>whiteboard and Johnny sitting at table in conference room.</p> <ul style="list-style-type: none"> Jane audio plays. Johnny audio plays. 	
[Scene 3E: Workplace Scenario - Manager's Intervention Tip 4]			
Visuals/Graphic	Script/Audio	Programming/Animation Notes	Comments
 <p>Conference room setting.</p> <p>[Screen Text Set in Caption Bubble] 4 – Leverage Productivity Apps</p> <p>Narrator head and shoulders masked inside circle.</p> <p>Jane standing at white board on left side of room.</p>	<p>[Narrator] Tip 4. Leverage Productivity Apps.</p> <p>[Jane] Use our workplace productivity apps to put meetings and project deadlines on the calendar. Also, set alerts for regular reminders.</p> <p>[Johnny] These apps will help me manage my prioritized tasks efficiently.</p>	<ul style="list-style-type: none"> Wipe right to close-up view of caption bubble with screen text set inside and narrator's image in circle overlapping in top, right corner of conference room setting. Narrator audio plays. Narrator and caption bubble with text pop out timed with VO. Camera pans diagonally down and to left to see Jane standing at whiteboard and Johnny sitting at table in conference room. Jane audio plays. Johnny audio plays. 	

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<p>Johnny sitting at table in middle of room on front side of table and facing Jane/whiteboard.</p> <p>[Text on White Board in Blue] 1: Prioritize Your Tasks 2: Use Pomodoro Technique 3: Clean and Organize Your Workspace</p> <p>[Text on White Board in Orange] 4: Leverage Productivity Apps</p>			
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[Scene 4: Success]			
Visuals/Graphic	Script/Audio	Programming/Animation Notes	Comments
 <p>Johnny: Smiling & confident, sitting and working at a clean and organized desk scene.</p> <p>Narrator head and shoulders masked inside circle.</p> <p>Thought Bubble with Video:</p> <ul style="list-style-type: none"> • Checking off list. • Close up of coworker shaking his hand. 	<p>[Narrator [1]] With these strategies in place, Johnny has transformed his work habits!</p> <p>[Johnny] I'm staying on top of tasks, making lists, meeting deadlines ahead of time and getting to meetings early.</p> <p>[Narrator [2]] Johnny and his coworkers can rest knowing he gets the job done!</p>	<ul style="list-style-type: none"> • Wipes right to Johnny working at his organized and clean desk. • Narrator is in top left corner. Narrator audio plays and she pops out timed with Narrator [1] audio. • Thought bubble with video pops in and out timed with Johnny's audio. • Camera pans right and zooms in closer to Johnny. • Narrator pops in and out timed with Narrator [2] audio. 	

[Conclusion]

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Visuals/Graphic	Script/Audio	Programming/Animation Notes	Comments
 <p>Conference room setting.</p> <p>All characters joyful and celebrating.</p> <p>Johnny is up in front of room to left of Jane.</p> <p>Jane is to the right of the screen in front of room.</p> <p>Sarah is sitting at table on left side.</p> <p>Extra coworker sitting at table on right side.</p> <p>Narrator head and shoulders masked inside circle in top left corner of screen.</p> <p>Confetti coming down.</p> <p>[Checklist Video Masked Inside Blue Rectangle Shape. <i>Each item on list has a checkmark next to it.</i>]</p> <ul style="list-style-type: none">• Prioritize Your Tasks• Use Pomodoro Technique• Clean and Organize Your Workspace• Leverage Productivity Apps <p>[Screen Text]</p>	<p>[Sarah] Great job, Johnny!</p> <p>[Jane] We're so proud of you.</p> <p>[Narrator] Remember, time management and productivity are skills you can develop with practice and dedication. For these and other helpful tips, contact human resources.</p>	<ul style="list-style-type: none">• Wipes left to conference room setting.• Pop sound right at beginning of scene. Confetti is falling. Cheering in background.• Camera begins to zoom in closer to Johnny, Jane, and Sarah as Sarah's audio plays.• Camera stops.• Janes audio plays.• Narrator pops in timed with Narrator audio.• Cheering audio fades out as just before narrator audio says, "For these and other..."• Blue Rectangle with video checklist and orange text banner across bottom of screen all fade in as narrator says, "For these and other..."• Background music fades out after narrator audio completes.	

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For more information, contact
human resources.

- *Above text set inside an
orange rectangle bar across
bottom of screen*