

Stress Management Techniques

Introduction:

- Many people have very busy lives due to family and work obligations.
- Stress at work is the most prominent type of stress that can be caused by someone's workload, issues with co-workers or managers, and juggling work with their personal lives.
- Severe stress can actually lower your productivity at work, so it's important to know how to relieve stress.
- The purpose of this training is to teach people how to manage their stress, so it does not overwhelm them at work.

Learning Objectives:

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

1. Use three different mindfulness techniques to relieve stress.
2. Implement three different healthy coping mechanisms to relieve stress.

Outline:

- Introduction
 - 2 co-workers in an office discuss things that are causing them stress
 - The co-workers say that they don't know how to handle this much stress
 - A 3rd co-worker goes over to them to give them advice.
- Mindfulness and breathing exercises
 - Explain what mindfulness means
 - The 3rd co-worker explains 3 types of mindfulness
 - Deep breathing technique to calm the mind and body.
 - Mindful awareness of sensations and surroundings.
 - Guided visualization to promote relaxation
 - The 2 original characters try the techniques and express how helpful they are.
- Healthy coping mechanisms
 - Explain why it's important to relieve stress outside of work.
 - The 3rd co-worker gives examples about how to relieve stress outside of work.
 - Engage in physical exercise or activities.
 - Practice hobbies or find a creative outlet.
 - Seek social support from friends.
 - The 2 original characters say they like sports and art, so they will join a sports team and an art class.
- Summary
- Each table in this storyboard represents one scene.

- The character speaking will be indicated in the audio/script column as [character].
- Font will be League Gothic

Characters:



- Sheryl is one of the office workers who talks about stress.
- Tamara is Sheryl's co-worker who sits next to her.
- Tim is a co-worker who explains how to manage stress.

Color Palette:

- Light blue
- Beige/dark yellow
- Light green
- Light purple
- Dark blue

1. Title Scene			
Visuals/Graphic	Script/Audio	Programming/Animation	Comments
<ul style="list-style-type: none"> • Light blue background • Title of the course • Tim standing and smiling on the left side of the title. 	<p>[Tim]</p> <p>Welcome to stress management techniques.</p>	<ul style="list-style-type: none"> • Tim talks and gestures with his hand and arm. • Tim is smiling. • Intro music plays the whole slide. 	

2. Hook and Objectives

Visuals/Graphic	Script/Audio	Programming/Animation	Comments
<ul style="list-style-type: none"> • Tim is sitting at his desk facing the camera. • Tim is in his office. • Graphics of an office building, stacked papers, people talking, a family, an angry emoji, a graph, a brain, a tennis ball and two characters appear with timed audio. 	<p>[Tim]</p> <p>Stress at work is the most prominent type of stress that can be caused by someone's workload, issues with co-workers or managers, and juggling work with their personal lives. Severe stress can actually lower your productivity at work, so it's important to know how to relieve stress. The purpose of this training is to teach people stress management by using mindfulness techniques and healthy coping mechanisms, so it does not overwhelm them at work.</p>	<ul style="list-style-type: none"> • Tim is animated while sitting and talking. • Music plays with the voice over audio. • Music continues to the next scene. • All graphics fade in and out to the voice over. • Graphic of an office building appears when "Stress at work...that can" voice over plays. • Graphics of stacked papers, people talking, and a family appear when "...caused by....lives" voice over plays. • An angry emoji and a graph appear when "severe stress...work" voice over plays. • Two characters appear when "so it's...management" voice over plays. • The two characters are animated to be excited. • Graphic of a brain and a tennis ball appear when "mindfulness...work" voice over plays. 	

3. Introductory Scene			
Visuals/Graphic	Script/Audio	Programming/Animation	Comments
<ul style="list-style-type: none"> Scene opens to an office with several people. There are desks and chairs. Sheryl is sitting at her desk looking really stressed. Tamara walks over to Sheryl. 	<p>[Tamara] Hey, Sheryl. What's wrong? You look really stressed.</p> <p>[Sheryl] Yeah I feel really stressed these days. I have three projects that I am working on and their deadlines keep changing.</p> <p>[Tamara] Oh that sounds stressful. I also feel stressed about my workload. It can be hard to balance everything on a tight schedule.</p>	<ul style="list-style-type: none"> Starts with an open view of the whole office. Camera moves and zooms in to Sheryl and Tamara when Tamara walks to her. Tamara walks to Sheryl. Tamara sits in her chair next to Sheryl while saying "Hey, Sheryl. What's wrong? You look really stressed." 	

4. Mindfulness Explanation			
Visuals/Graphic	Script/Audio	Programming/Animation	Comments
<ul style="list-style-type: none"> Tamara and Sheryl are sitting next to each other at Sheryl's desk. Tim stands and talks to Tamara and Sheryl. Tim walks over to Tamara and Sheryl. A rectangle above the characters' heads with text 	<p>[Tamara] Hi Tim! How are you?</p> <p>[Tim] I'm good! How are you?</p> <p>[Sheryl] We feel really stressed these days due to our workloads.</p>	<ul style="list-style-type: none"> Tim walks up to Tamara and Sheryl. Tim faces Tamara and Sheryl to talk to them. Tim is animated while talking. Sheryl is animated while talking. Tamara is animated while talking. The rectangle with 	

inside. <ul style="list-style-type: none"> The definition of mindfulness is in the rectangle. 	<p>[Tim] Oh, have you heard of mindfulness?</p> <p>[Tamara] No, I haven't. What is that?</p> <p>[Tim] Mindfulness is the ability to be fully present, aware of where we are and what we're doing, while not feeling overly reactive or overwhelmed by what's going on around us.</p> <p>[Sheryl] That sounds interesting. Can we use mindfulness to help with our stress?</p> <p>[Tim] Sure! I'll explain how to use three different mindfulness techniques that can help relieve stress.</p>	the definition of mindfulness inside fades in when the voice over says "mindfulness" and fades out during "around us"	
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5. Mindfulness Examples			
Visuals/Graphic	Script/Audio	Programming/Animation	Comments
<ul style="list-style-type: none"> Masked Tim on videos showing deep breathing, a beach, and meditation. Tim is masked in 	<p>[Tim] First, deep breathing can help calm the mind and body. Breathe in slowly and breathe out slowly.</p> <p>Second, be mindful and</p>	<ul style="list-style-type: none"> Music plays with the voice over audio. Tim will be masked and put on top of the images and videos. 	

<p>a light green circle in the top left corner.</p> <ul style="list-style-type: none"> • The same style of rectangle with text from scene 4 is on each of the videos. 	<p>aware of sensations and your surroundings by meditating for a few minutes in your chair or while standing. Third, Guided visualization promotes relaxation by closing your eyes and imagining a calming place or your happy place.</p>	<ul style="list-style-type: none"> • Tim's audio will play while the videos play in the background. • There will be a fade animation between each video. • The video of a women doing deep breaths will play during the audio "First...body". • The video of a person doing meditation will play during the audio "Second...standing." • The video of a beach will play during the audio "Third...place". • A rectangle with text fades into each video. • A rectangle that says "Breathe deeply and slowly." fades in and out of the video of someone breathing. • A rectangle that says "Meditate for a few minutes" fades in and out of the video of someone meditating. • A rectangle that says "Imagine a calming place." fades in and out of the video of a beach. 	
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6. Mindfulness Reaction			
Visuals/Graphic	Script/Audio	Programming/Animation	Comments
<ul style="list-style-type: none"> Tamara and Sheryl are sitting in their chairs at Sheryl's desk. Tim is standing talking to Tamara and Sheryl. Tamara imagines a beach while talking. A thought cloud is above Tamara's head with an image of a beach in it while saying "Yeah, I think..." The same rectangle from scene 4 is above the characters' heads with text inside. The definition of coping mechanisms is in the rectangle. 	<p>[Sheryl] Wow! Those techniques sound easy to do anywhere.</p> <p>[Tamara] Yeah, I think I'll try guided visualization the next time I feel overwhelmed about work.</p> <p>[Tim] There are also healthy coping mechanisms to use outside of work to relieve stress. Healthy coping mechanisms can offer support, relaxation, or physical activity which can help you manage your stress. I'll explain three different healthy coping mechanisms that you can implement in your lives.</p>	<ul style="list-style-type: none"> Tamara and Sheryl sit and talk. Sheryl looks interested. Tim is animated while talking. Sheryl is animated while talking. Tamara is animated while talking. The thought cloud above Tamara's head with an image of a beach in it fades in while saying "Yeah, I think...". It fades out when she says "...work" The rectangle with the definition of coping mechanisms inside fades in when the voice over says "There are.." and fades out during "stress" 	

7. Healthy Coping Mechanism Examples			
Visuals/Graphic	Script/Audio	Programming/Animation	Comments
<ul style="list-style-type: none"> Masked Tim on videos showing sports, art and friends. Tim is masked in a light green circle in 	<p>[Tim] First, joining a sports team or going to the gym regularly can increase endorphins and decrease stress.</p>	<ul style="list-style-type: none"> Music plays with the voice over audio. Tim will be masked and put on top of the images and videos. 	

<p>the top left corner.</p> <ul style="list-style-type: none"> • The same style of rectangle with text from scene 4 is on each of the videos. • 	<p>Second, finding a creative outlet such as an art class or learning to crochet can help you express your feelings which can relieve stress. Third, seeking emotional support from your social circle allows you and your friends or co-workers to talk about what makes you feel stressed and you can ask for advice from people you value and trust.</p>	<ul style="list-style-type: none"> • Tim's audio will play while the videos play in the background and while the image is displayed. • There will be a fade animation between each video. • The video of people playing sports will play during "First...stress". • The video of people painting will play during "Second...stress". • The video of friends chatting at a café will play during "Third...trust". • A rectangle that says "Join a sports team or gym." fades in and out of the video of people playing sports. • A rectangle that says "Start a creative hobby." fades in and out of the video of someone painting. • A rectangle that says "Talk to your friends" fades in and out of the video of friends talking. 	
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8. Healthy Coping Mechanisms Reaction			
Visuals/Graphic	Script/Audio	Programming/Animation	Comments
<ul style="list-style-type: none"> Tamara and Sheryl are sitting at Sheryl's desk. Tim is standing talking to Tamara and Sheryl. There is a thought cloud above Tamara's head with a picture of a basketball in it. There is a thought cloud above Sheryl's head with a picture of a paint palette in it. 	<p>[Tamara] Those are great ideas! I like sports, but I didn't think about them as ways to relieve stress. I think I'll join a basketball team!</p> <p>[Sheryl] I don't like sports, but I like painting. Maybe I'll join an art class to brush up on my skills.</p> <p>[Tim] Both of those plans sound great! I hope you can use these stress management techniques whenever your workload feels overwhelming.</p> <p>[Sheryl] Thanks Tim!</p> <p>[Tamara] Yeah, thanks! That was very helpful.</p>	<ul style="list-style-type: none"> Tamara and Sheryl sit and talk. Sheryl looks interested. Tim is animated while talking. Sheryl is animated while talking. Tamara is animated while talking. The thought cloud above Tamara's head with a picture of a basketball in it fades in and out timed to "I like...team!" The thought cloud above Sheryl's head with a picture of a paint palette in it fades in and out timed to "I like...skills" 	

9, Summary			
Visuals/Graphic	Script/Audio	Programming/Animation	Comments
<ul style="list-style-type: none"> Tim is sitting at his desk facing the camera. Tim is in his office. Two rectangles that are different from 	<p>[Tim] Work doesn't need to feel stressful. If you use these mindfulness techniques and implement healthy</p>	<ul style="list-style-type: none"> Tim is animated while sitting and talking. Music plays with the voice over audio. Music continues to 	

<p>scene 4.</p> <ul style="list-style-type: none"> • One rectangle says "Use mindfulness techniques." • One rectangle says "Implement coping mechanisms." • The rectangles are next to Tim's face. 	<p>coping mechanisms in your life you will feel more relaxed at work.</p>	<p>the next scene.</p> <p>Each rectangle fades in timed to the voice over.</p>	
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10, Thank You for Watching			
Visuals/Graphic	Script/Audio	Programming/Animation	Comments
<ul style="list-style-type: none"> • There is a sky blue background and a light teal circle in the middle. • "Thank you for watching!" is in the middle of the circle. • Tim is standing on to the left of the circle. • Tamara and Sheryl are standing to the right of the circle. 	<p>[Tim, Sheryl, and Tamara]</p> <p>Thank you for watching!</p>	<ul style="list-style-type: none"> • Tim, Tamara, and Sheryl clap. <p>Music from the previous scene continues to play with the voice over audio.</p>	