Time Management: Decrease Stress & Increase Productivity

Storyboard

Overview

Course Title:	Time Management: Decrease Stress & Increase Productivity
Learning Objective(s):	❏ Overcome procrastination quickly and easily ❏ Handle unexpected barriers and distractions ❏ Plan more appropriately and effectively ❏ Increase productivity and reduce stress
Description Text:	With increased demands at work and at home, employees are more stressed than ever. Keeping in mind that added stress, decreases productivity, companies are in unique position to offer a solution that will not only benefit employees, but also the company. By creating a less stressful work environment, companies can expect a decrease in turn-over rates and an increase in productivity, which both equate to increased revenue and better health and well-being.
Modules/Units:	Introduction to Time Management Discovering Your Productivity Rhythm Organizing Your Workspace Wrap-Up- Benefits of Time Management
Client:	Square One Learning
Instructional Designer:	Rica Broussard

Units

Nbr	Name	Content
N/A	Introduction to Time Management	Welcome Course Objectives Meet Jasmine
1	Discovering Your Productivity Rhythm	Determining Your Peak Energy Levels Make Sure You are Well-balanced Take Regular Breaks Multi-tasking Myth Use Time Batching Quiz Jasmine Scenario- (Applying New Knowledge)
2	Organizing Your Workspace	Decluttering Use the 4 Ds Organizing Supplies Incorporating a System Using Calendars Quiz Jasmine Scenario- Applying New Knowledge)
3	Wrap-up: Benefits of Time Management	Improved Quality of Work and Productivity Reduced Stress Greater Confidence

Style Guide

Logo	
Cover Photo	
Custom Colors	#5BCAF5, #008ECA
Fonts	Heading: Corbel Body: Tahoma
Additional Notes	N/A
Templates	N/A

Navigation Info:

Time Management
Increase Productivity & Decrease Stress

Slide automatically continues at the end of timeline

Visual Info./Media/Animation:
Hourglass & Course Title fade in

Voiceover/Narration:
None

Reviewer Comments:

Introduction

Welcome to this course on time management. Time management requires **focus** and **conscious** planning to win back control of your busy day. Challenges are often presented in the workplace, which can affect our ability to make optimal use of our time. However, with a few strategies, we are able to overcome time management barriers.

Navigation Info:

User will click next on the player to proceed

Visual Info./Media/Animation:
Character and speech bubble with welcome message

Voiceover/Narration:

Welcome to this course on time management. Time management requires **focus** and **conscious** planning to win back control of your busy day. Challenges are often presented in the workplace, which can affect our ability to make optimal use of our time. However, with the help of prioritization, goal-setting, and appropriate organization of the mind and space around us, we are able to overcome time management barriers. Click next to get started with the course objectives.

Reviewer Comments:

Course Objectives

- ❏ Overcome procrastination quickly and easily
- ❏ Handle unexpected barriers and distractions
- ❏ Plan more appropriately and effectively
- ❏ Increase productivity and reduce stress

Navigation Info:

User will click next on the player to proceed

Visual Info./Media/Animation:
Rectangular shape with course objectives
Lightbulb icon

Voiceover/Narration:
Course Objectives:
Overcome procrastination quickly and easily
Handle unexpected barriers and distractions
Plan more appropriately and effectively
Increase productivity and reduce stress
Click next to continue

Reviewer Comments:

Navigation Info:

User will click next on the player to proceed

Visual Info./Media/Animation:
Stressed-out character with a heavy workload sitting at desk. Caption fades in at the end of the slide. Character expression changes from worried to shocked.

Voiceover/Narration:
Meet Jasmine. Jasmine works an eight-hour 9-5 shift Monday-Friday at Company Y as a customer service representative. Her job entails servicing several company accounts which consists of making phone calls to provide updates and answer questions. She also has to keep files updated and attend virtual meetings, and in-person meetings with her team members. Some days, she skips lunch or eats at her desk while trying to multitask and get her work finished. Added to her work responsibilities, she has two small children and a husband and has many demands outside of work. She tries to keep a brave face, but needless to say, Jasmine is feeling overwhelmed. Sound familiar?
Click next to learn how you can learn strategies to better manage your time.

Reviewer Comments:

Module 1-Discovering Your Productivity Rhythm

Discovering your **personal productivity rhythm** has a powerful effect on how you can maximize your daily workload and improve your overall time management. Your productivity rhythm will measure how, when and where you are most productive; you can use these cycles to your advantage for making the most of your time.

Determining your peaks in levels of energy and focus will allow you to make better choices throughout your busy workday, as well as keep you on track. In order to effectively find your productivity rhythm, it is first important to take the time to invest in yourself and your current habits.

Navigation Info:

User will click next on the player to proceed

Visual Info./Media/Animation:
Character and speech bubble with welcome message

Voiceover/Narration: Discovering your personal productivity rhythm has a powerful effect on how you can maximize your daily workload and improve your overall time management. Your productivity rhythm will measure how, when and where you are most productive; you can use these cycles to your advantage for making the most of your time.
Determining your peaks in levels of energy and focus will allow you to make better choices throughout your busy work day, as well as keep you on track. In order to effectively find your productivity rhythm, it is first important to take the time to invest in yourself and your current habits. Click next to get started discovering your productivity rhythm.

Reviewer Comments:

First, determining your **peaks in levels of energy and focus** will allow you to make better choices throughout your busy workday, as well as keep you on track. In order to effectively find your productivity rhythm, it is first important to take the time **to invest in yourself** and your current habits.

Click each box to learn more about how to determine peak levels of energy and focus.

What are peak energy levels?

Peak levels in energy and focus are connected to the ability to use brain power, and think clearly. The terms "morning people and "night owls" are often used to describe one's most productive hours. Patterns of energy levels will differ for each individual based on various factors, including diet, sleep, or emotional stress. Once you determine your peak performance times, you can better schedule your daily tasks.

How you can use peak energy levels

It is important to match the work that is of **highest priority** to your **peak performance times**, including those tasks that require critical thinking or problem solving. Likewise, you can assign your lesser complex tasks for the hours that you know you will be less engaged or focused. Knowing your energy will allow you to set the stage for how you perform your daily tasks and seek better results.

Navigation Info:

User will click each box to reveal a layer of information on the topic.

User will click next on the player to proceed Learner will not be able to proceed until each box has been visited.

Visual Info./Media/Animation:
One large rectangular shape with main information. Additional information in two smaller rectangles that learner will click to reveal more information. Boxes will change color to indicate they have been visited.

Voiceover/Narration:

None

Reviewer Comments:

Second, make sure you are **well-balanced**. Work-life balance includes **prioritizing** the demands in one's personal life at home, as well as the demands in the workplace.

Click each box to learn more about creating work-life balance.

What is work-life balance?

Well-balanced does not mean an equal balance of time between work and home, but rather prioritizing what is important during that time. Work time should be dedicated to tasks that are essential for your career, whereas home time should be dedicated to family time, or personal time.

How you can achieve balance
Always be **respectful** of your time. Poor work-life balance will often lead to working longer hours, increased responsibilities, and a greater chance of experiencing burnout. Figure out what your priorities are at home and at work and **dedicate your time in order of importance.**

Navigation Info:

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Visual Info./Media/Animation:
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Voiceover/Narration:

None

Reviewer Comments:

Third, Take regular breaks. Practicing good time management does not mean that you are endlessly working around the clock to meet a deadline.

Click each box to learn more about creating work-life balance.

Why take breaks?

Those who are most efficient with their time will understand the importance of incorporating breaks into their schedules. Taking **breaks** will help you to **increase** your level of **concentration**, as well as **avoid burnout**. In fact, breaks will allow you to get more done throughout the day and remain in your productivity rhythm.

How to incorporate breaks into your schedule

The most effective breaks are those that happen **away from your workspace**, such as taking a walk, meditating, or sitting in fresh air. Find something that works for you to ensure you get time to relax. The key is to detach from your desk and reset your mental energy. Skipping lunch breaks to complete extra work will only decrease your performance levels and increase your chances of making mistakes. Taking the time to care for your mind and body will have positive effects on workplace achievements.

Navigation Info:

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Voiceover/Narration:

None

Reviewer Comments:

Fourth, Multi-tasking is a myth. Multitasking is the act of carrying out two or more tasks simultaneously. Despite how this may seem like a sufficient way to conquer that to-do list, it is actually harmful to your productivity rhythm and leads to a significant loss of valued time.

Click each box to learn more about creating work-life balance.

Why is multi-tasking harmful?
Multitasking and good time management oppose one another. Performing multiple activities at once will cause you to **stress** more, perform poorly and increase your chances of burnout. Our brains are not designed to handle multiple assignments at once, such as answering emails while conversing in an important business call. It is of major advantage to devote all of your energy into one task at a time.

How does avoiding multi-tasking help?
When you dedicate your time and **focus** on **one task** at a time, you will generate a better outcome for that task. Organize your time so that each task will receive your full energy, rather than sharing this energy on various projects.

Navigation Info:

User will click each box to reveal a layer of information on the topic.

User will click next on the player to proceed Learner will not be able to proceed until each box has been visited.

Visual Info./Media/Animation:
One large rectangular shape with main information. Additional information in two smaller rectangles that learner will click to reveal more information. Boxes will change color to indicate they have been visited.

Voiceover/Narration:

None

Reviewer Comments:

Fifth, Use **time batching.** Time batching is a great productivity system to improve focus and build structure into your daily tasks. Different from multitasking, this approach involves grouping similar tasks together, and organizing dedicated time periods to complete these tasks without interruptions. Time batching will provide concentration without breaking your workflow and will eliminate multitasking.

Click each box to learn more about creating work-life balance.

Who can benefit from time-batching?

The practice of **time batching is advantageous for everyone**- whether you have difficulty focusing on a task, have many disturbances in your workplace, become easily distracted, or are just simply looking to have a productive day. As an added bonus, time batching is a simple process to implement.

How can I get started time-batching?
To begin, start by **establishing your to-do list**. With this list, **determine which tasks are related to one another** and 'batch' them together on your schedule. Think about which tasks would be realistic to do right after another. It is important to remember that the time frames for these tasks should be realistic, and if necessary, longer projects can be divided into separate batching groups, to allow for renewal breaks or fresh air.

Navigation Info:

User will click each box to reveal a layer of information on the topic.

User will click next on the player to proceed Learner will not be able to proceed until each box has been visited.

Visual Info./Media/Animation
One large rectangular shape with main information. Additional information in two smaller rectangles that learner will click to reveal more information.

Voiceover/Narration:

None

Reviewer Comments:

Navigation Info:

User clicks next on player to proceed

Module 1 Quiz
How much do you remember about discovering your productivity rhythm?

Click "next" to continue

Visual Info./Media/Animation:

"Quiz" rectangular shape with instructions

Voiceover/Narration:
None

Reviewer Comments:

Lesson Title:	Screen Title: Module 1 Quiz	Slide #: 2	Navigation Info.			

	Answer 1:	Answer 2:	Answer 3:	Answer 4:

1. What does your productivity rhythm measure?

A. How are you most productive
B. Where are you most productive
C. When are you most productive
D. All of the above

Learner will choose an answer and press submit to move on to the next slide.

Visual Info./Media/Animation

Question/answer choices

Reviewer Comments

Voiceover/Audio
None

2. Why is it important to determine your peak performance times?

Answer 1:	Answer 2:	Answer 3:	Answer 4:

A. It is not important to determine peak performance times
B. You can better schedule your tasks
C. You will be able to determine which tasks you do not want to do
D. None of the above

Learner will choose an answer and press submit to move on to the next slide.

Visual Info./Media/Animation

Question/answer choices

Reviewer Comments

Voiceover/Audio
None

Lesson Title:	Screen Title: : Module 1 Quiz	Slide #: 4	Navigation Info.

3. What does it mean to have a good work-life balance?

A. Spending an equal balance of time between work and home

B. Working longer hours to get more done

C. Prioritizing the demands in the workplace over the demands of personal life at home

D. Prioritizing the demands in one's personal life at home, as well as the demands in the workplace

Learner will choose an answer and press submit to move on to the next slide.

Visual Info./Media/Animation

Question/answer choices

Reviewer Comments

Voiceover/Audio

None

		Answer 1:	Answer 2:	Answer 3:	Answer 4:

4. What is time batching?

A. <mark>**Grouping similar tasks together**</mark>
B. A term that is interchangeable with multitasking
C. An approach that involves leaving things for the last minute
D. Wasting time

Learner will choose an answer and press submit to move on to the next slide.

Visual Info./Media/Animation

Question/answer choices

Reviewer Comments

Voiceover/Audio
None

Lesson Title:	Screen Title: Module 1 Quiz	Slide #: 6	Navigation Info.			

5. Who will benefit from time batching?

A. Individuals who have difficulty focusing on a task
B. Individuals are simply looking to have a productive day
C. Individuals who are easily distracted
D. All of the above

Learner will choose an answer and press submit to move on to the next slide.

Visual Info./Media/Animation

Question/answer choices

Reviewer Comments

Voiceover/Audio
None

Lesson Title:	Screen Title: Module 1 Quiz	Slide #:7	Navigation Info.			

6. What is multitasking?			Answer 1:	Answer 2:	Answer 3:	Answer 4:

A. An effective strategy for good time management
B. The act of carrying out two or more tasks simultaneously
C. A sufficient way to conquer a to-do list
D. A practice that is beneficial to your productivity rhythm

Learner will choose an answer and press submit to move on to the next slide.

Voiceover/Audio
None

Lesson Title:	Screen Title: Module 1 Quiz	Slide #: 8	Navigation Info.			

7. What is often the outcome of multi-tasking?

A. Stress
B. Poor performance
C. Burnout
D. All of the above

Learner will choose an answer and press submit to move on to the next slide.

Visual Info./Media/Animation

Question/answer choices

Reviewer Comments

Voiceover/Audio
None

Lesson Title:	Screen Title: Module 1 Quiz	Slide #: 9	Navigation Info.			

8. How are the most effective breaks spent?	Answer 1:	Answer 2:	Answer 3:	Answer 4:

A. Walking
B. Meditating
C. Sitting in fresh air
<mark>**D. All of the above**</mark>

Learner will choose an answer and press submit to move on to the next slide.

Visual Info./Media/Animation

Question/answer choices

Reviewer Comments

Voiceover/Audio
None

Quiz Results

Navigation Info:

User has the option to review quiz. A minimum score of 80% required to move on. If necessary, user will retake quiz an unlimited number of times. User clicks next on player to proceed once they pass quiz.

Visual Info./Media/Animation:
Quiz results. Retry button and review button options. "Congratulations" message if learner passes the quiz.

Voiceover/Narration:

None

Reviewer Comments:

Section: Module 1-Discovering Your Productivity Rhythm

Take work home to make sure she gets everything done.

Take lunch breaks away from her desk

Drink more coffee so that she can function throughout the day

Avoid multitasking and use time batching instead

Take short breaks to refresh such as meditating or getting fresh air

Organize tasks according to her energy peaks

Navigation Info:

User will hover over each tab to read the suggestion. User will click on the tab that they believe is correct.

User will press next on the player to proceed. User will need 100% accuracy to proceed to next module.

Visual Info./Media/Animation:
Stressed out character with a heavy workload sitting at desk. Tabs are at the right of page with suggestions for Jasmine. As learner hovers, tab opens fully. User clicks a tab, scene changes for correct responses. Feedback appears for incorrect and correct responses. This is application practice and is not part of the graded quiz.

Voiceover/Narration:
Remember Jasmine? She works endlessly around the clock to meet deadlines.
She also spends her lunch hour at her desk, using one hand to type on her computer and one hand to eat her food.
In Jasmine's mind, she is optimizing her time by multitasking. Based on what you have learned, what can you do to help Jasmine eliminate stress? Click on the things that Jasmine can do to become more productive and less stressed.

Reviewer Comments:

Module 2- Organizing Your Workspace

In order to effectively manage your time and be productive each day, you must **create an appropriate environment**. Becoming organized is the **initial step** to staying organized. By eliminating clutter, setting up an effective filing system, gathering essential tools, and managing workflow, you will be well on your way to creating an effective workspace. Next, we will learn the five things you can do to organize your workspace.

Navigation Info:

User will click next on the player to proceed

Visual Info./Media/Animation:
Character and speech bubble with welcome message

Voiceover/Narration:
In order to effectively manage your time and to be productive each day, you must **create an appropriate environment**. Becoming organized is the **initial step** to staying organized. By eliminating clutter, setting up an effective filing system, gathering essential tools, and managing workflow, you will be well on your way to creating an effective workspace. Next, we will learn the five things you can do to organize your workspace. Click next to continue.

Reviewer Comments:

Removing clutter is itself a time-consuming task, but **a cluttered workspace significantly impairs your ability to find things**, and you will get the time back that you invest! Decluttering will allow you to reclaim your space, as well as prioritize your items. Begin by determining which objects in your workspace hold value and are worth keeping. Remember to never throw out important documents, such as tax receipts.

Click each box to learn more about

How to de-clutter part 1

Decluttering involves placing documents into appropriate files, both physically and online. An effective way to tidy up your workspace and help you retrieve materials quickly is to implement a filing system that includes three basic kinds of files:

- **Working files**: Materials used frequently
- **Reference files**: Information needed only occasionally.
- **Archival files:** Materials seldom retrieved but that must be kept

How to de-clutter part 2

Once clutter has been eliminated and other materials have been filed, your workspace should include only what is essential, such as a computer, telephone and standard office supplies. Everything else, except for what you are working on at the moment, can and should be filed where it can be retrieved as needed. *Note- For ease of retrieval, organize files in the simplest way possible. Ex: label files with a one or two word tag & arrange the files alphabetically.

Navigation Info:

User will click each box to reveal a layer of information on the topic.

User will click next on the player to proceed Learner will not be able to proceed until each box has been visited.

Visual Info./Media/Animation:
One large rectangular shape with main information. Additional information in two smaller rectangles indicated by only title (Bold) The learner will click to reveal more information on a separate layer. Learner will not be allowed to proceed until after they have read information on each layer. Boxes will change color to indicate they have been visited.

Voiceover/Narration:
None

Reviewer Comments:

Manage Your Workflow with the 4 Ds:
- Do
- Delete
- Defer
- Delegate

Click each box to learn more about

Why use the 4 Ds?
Workflow management is essential for optimizing and bringing order to a project. It ensures a structured set of activities, and control over the flow of the work in front of you. Workplace management highlights focusing on one task at a time. Many time management experts agree that the most effective people act on an item the first time it is touched.

What are the 4 Ds?
- **DO**: If a task can be completed in two minutes or less, do it immediately.
- **DELETE**: If the material is trash or junk, delete it. Or, if it's something that you might use later on, file it, and move on.
- **DEFER**: If the task is one that can't be completed quickly and is not a high priority item, defer it.
- **DELEGATE**: If a task is not yours to do, then delegate it.

Navigation Info:

User will click each box to reveal a layer of information on the topic.

User will click next on the player to proceed
Learner will not be able to proceed until each box has been visited.

Visual Info./Media/Animation:
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Voiceover/Narration:
None

Reviewer Comments:

The most **efficient workspaces** are those that **have office supplies stocked and available at all times**. Taking the time to neatly prepare your office supplies will save you the time and frustration from frantically searching for an item when it is needed.

Click each box to learn more about

Why organize supplies?
Staying organized can be one of the biggest challenges for many individuals. The use of labels, or color-coded systems in the workplace is a great organizing tool that provides clarity for those using that space

How to organize supplies?
Items such as shelves, baskets, bins and drawers can all be labeled. Labels and color-coding can increase your productivity by knowing where items are at all times, rather than wasting time in the clutter. As well, these systems will better your chances for *staying* organized

Navigation Info:

User will click each box to reveal a layer of information on the topic.

User will click next on the player to proceed Learner will not be able to proceed until each box has been visited.

Visual Info./Media/Animation:
One large rectangular shape with main information. Additional information in two smaller rectangles indicated by only title (Bold) The learner will click to reveal more information on a separate layer. Learner will not be allowed to proceed until after they have read information on each layer. Boxes will change color to indicate they have been visited.

Voiceover/Narration:

None

Reviewer Comments:

Having a **proper system** in place will save you the time that is often wasted lost in **email clutter**. Not only will this maximize your email time, but it will optimize time for other obligations away from your email.

Click each box to learn more about

Incorporating a system part 1

- Like other routine tasks (such as returning phone calls, handling paper mail, and checking voice mail), e-mail is best handled in batches at regularly scheduled times of the day.

- Ask your e-mail contacts to use specific subject lines, and make sure to use them yourself. This will help you to determine whether your incoming mail is business or personal, urgent or trivial.

Incorporating a system part 2

- Create folders for different topics or projects, or by senders. Most e-mail systems also allow you to create folders and add keywords or categories to messages, which makes information retrieval much easier.

- Many e-mail programs allow you to create rules that automatically move messages to the appropriate folder. *Don't forget to delete e-mail from your trash can and junk folder on a regular basis.

Navigation Info:

User will click each box to reveal a layer of information on the topic.

User will click next on the player to proceed Learner will not be able to proceed until each box has been visited.

Visual Info./Media/Animation:
One large rectangular shape with main information. Additional information in two smaller rectangles indicated by only title (Bold) The learner will click to reveal more information on a separate layer. Learner will not be allowed to proceed until after they have read information on each layer. Boxes will change color to indicate they have been visited.

Voiceover/Narration:
None

Reviewer Comments:

To manage all of the things that you have to do, it's important to organize your reminders into a small number of calendars and lists that can be reviewed regularly. A **calendar** (paper or electronic) is the obvious place to record meetings, appointments, and due dates. Calendars allow you to **design your day** and dedicate your time to important assignments.

Click each box to learn more about

Why use calendars?

For people with multiple responsibilities, an annual calendar organized by areas of responsibility (e.g., budget, personnel, schedule, planning, and miscellaneous) may be especially valuable. For each of these areas, one can list the major responsibilities month by month and thereby see at a glance what tasks must be completed in a given month of the year.

How to effectively use calendars

For people with multiple responsibilities, an annual calendar organized by areas of responsibility (e.g., budget, personnel, schedule, planning, and miscellaneous) may be especially valuable. For each of these areas, one can list the major responsibilities month by month and thereby see at a glance what tasks must be completed in a given month of the year.

Navigation Info:

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User will click next on the player to proceed Learner will not be able to proceed until each box has been visited.

Visual Info./Media/Animation:
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Voiceover/Narration:
None

Reviewer Comments:

Module 2 Quiz

Let's see what you recall about organizing your workspace.

Click "next" to continue

Navigation Info:

User clicks next on player to proceed

Visual Info./Media/Animation:

"Quiz" rectangular shape with instructions

Voiceover/Narration:
None

Reviewer Comments:

Lesson Title:	Screen Title: Module 2 Quiz	Slide #: 2	Navigation Info.			

1. In managing workflow what are the four Ds?

A. Do, Done, Deliver, Double
B. Do, Decide, Defer, Detour
C. Do, Done, Doubt, Decide
D. Do, Delete, Defer, Delegate

Learner will choose an answer and press submit to move on to the next slide.

Visual Info./Media/Animation

Question/Answer

Reviewer Comments

Voiceover/Audio
None

Lesson Title:	Screen Title: Module 2 Quiz	Slide #: 3	Navigation Info.			

2. Which of the following is a great tool for organizing office supplies?

Answer 1:	Answer 2:	Answer 3:	Answer 4:

A. One bin for everything
B. The use of labels on bins, baskets and shelves
C. Keeping one main file for all documents
D. Having a designated person that can retrieve office supplies

Learner will choose an answer and press submit to move on to the next slide.

Visual Info./Media/Animation

Question/Answer

Reviewer Comments

Voiceover/Audio
None

Lesson Title:	Screen Title: Module 2 Quiz	Slide #: 4	Navigation Info.			

3. What types of files are materials that are used frequently and needed close at hand?

Answer 1:	Answer 2:	Answer 3:	Answer 4:

A. DIY files
B. Reference files
C. Working files
D. Archival files

Learner will choose an answer and press submit to move on to the next slide.

Visual Info./Media/Animation

Question/Answer

Reviewer Comments

Voiceover/Audio

None

Lesson Title:	Screen Title: Module 2 Quiz	Slide #: 5	Navigation Info.			

4. If a task is not yours to do, how should you respond?	Answer 1:	Answer 2:	Answer 3:	Answer 4:
	A. Do it **B. Delete it** **C. Defer it** **D. Delegate it** Learner will choose an answer and press submit to move on to the next slide.			
	Visual Info./Media/Animation			
	Question/Answer			
	Reviewer Comments			
Voiceover/Audio None				

Lesson Title:	Screen Title: Module 2 Quiz	Slide #: 6	Navigation Info.			

5. Which of these is good advice for maximizing your e-mail time?

Answer 1:	Answer 2:	Answer 3:	Answer 4:

A. Email is best handled constantly throughout the day
B. Once you know the subject of the message, open and read urgent e-mails and non-urgent emails (like jokes), and respond accordingly
C. Move all email to your junk or trash can when finished
D. Ask your e-mail contacts to use specific subject lines, and make sure to use them yourself

Learner will choose an answer and press submit to move on to the next slide.

Visual Info./Media/Animation

Question/Answer

Reviewer Comments

Voiceover/Audio

None

Quiz Results

Navigation Info:

User has the option to review quiz. A minimum score of 80% required to move on. If necessary, user will retake quiz an unlimited number of times. User clicks next on player to proceed once they pass quiz.

Visual Info./Media/Animation
Quiz results. Retry button and review button options. "Congratulations" message if learner passes the quiz

Voiceover/Narration:

None

Reviewer Comments:

Directions: **Hover** over each tab to reveal suggestions to help Jasmine organize her workspace. **Click** on the correct suggestions to complete the course.

Use labels on bins, baskets and shelves

If a task is urgent, delegate it to someone who has more time

If a task is urgent, delegate it to someone who has more time

Create a filing system of working, reference and archival files

Schedule a time of day to return emails, phone calls, etc.

Try to reply to all emails throughout the day to stay ahead of tasks

Navigation Info:

User will hover over each tab to read the suggestion. User will click on the tab that they believe is correct.

User will press next on the player to proceed. User will need 100% accuracy to proceed to next module.

Visual Info./Media/Animation:
Stressed out character with a heavy workload sitting at desk. Tabs are at the right of page with suggestions for Jasmine. As learner hovers, tab opens fully. User clicks a tab, scene changes for correct responses. Feedback appears for incorrect and correct responses. This is application practice and is not part of the graded quiz.

Voiceover/Narration:

Thanks to you, Jasmine is well on her way to becoming more productive. There's just one more thing. Do you see anything that might be costing time and productivity? Click on the things that Jasmine can do to better organize her workspace.

Reviewer Comments:

Module 3- Wrap-Up: Benefits of Time Management

Time is limited. To be successful, it is imperative to **respect** and **value** the **time** we have. Practicing time management skills is the solution to help you stay on top of your game and **control your time**. Without it, both work performance and well-being decline. Everyone has the potential to develop habits of good time management and seek growth from carrying out these habits into their daily lives. Time management has many great advantages that will allow you to accomplish more in life!.

Navigation Info:

User will click next on the player to proceed

Visual Info./Media/Animation:
Character and speech bubble with wrap-up message

Voiceover/Narration:
Time is limited. To be successful, it is imperative to respect and value the time we have. Practicing time management skills is the solution to help you stay on top of your game and control your time. Without it, both work performance and well-being decline. Everyone has the potential to develop habits of good time management and seek growth from carrying out these habits into their daily lives. Time management has many great advantages that will allow you to accomplish more in life! Click next for a quick wrap-up that discusses the benefits of time management.

Reviewer Comments:

Improved Work Quality & Productivity

As an employee, you have **expectations** on your level of performance and standard of work. **Strong employee performances** are **critical** to building a prosperous company. It is evident that our minds will work best when we are not bouncing back and forth between tasks. **Planning** and **prioritizing** your time gives you full focus, while allowing for enough time and thought to be put into an assignment. Time management eliminates procrastination and distractions that hinder an employee's quality of work**.**

Navigation Info:

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Visual Info./Media/Animation:
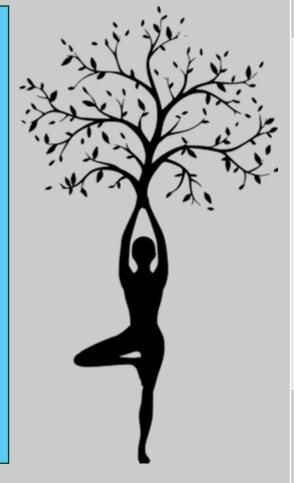Text with image of satisfaction ribbon

Voiceover/Narration:

None

Reviewer Comments:

Reduced Stress

Time management gives you **direction** when you have an abundance of work. It puts you in control over your schedule of what you want to do, and when you want to do it. Without this, it is common to experience feelings of stress and defeat. Not only does excess stress impact health both physically and mentally, but it will also impact your ability to **work efficiently**.

Proper time management practices incorporate adequate breaks from your workload, ensuring time to recharge and de-stress. As well, you are less likely to leave tasks for the last minute to complete, and feel less rushed with deadlines. With time management strategies, you can avoid the weight of an excess workload by **prioritizing**, **delegating**, or simply **declining** irrelevant tasks.

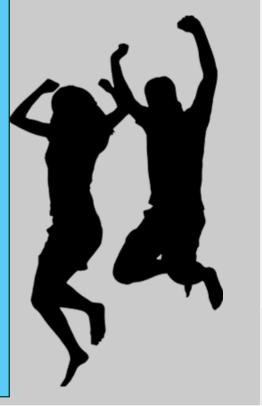Navigation Info:

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Visual Info./Media/Animation:
Text and related image of stress-free person

Voiceover/Narration:

None

Reviewer Comments:

Greater Confidence

Confidence is the key to **success**. When you learn how to properly manage your time, you will notice a major difference in your self-confidence, as well as overall happiness in the workplace. Time management will significantly boost one's confidence and feelings of **accomplishment** by increasing productivity, reducing frequent mistakes and accomplishing goals. A continuous cycle exists between productivity and confidence; productivity will improve confidence, and confidence will improve productivity. It all starts with believing in your goals and ability to succeed.
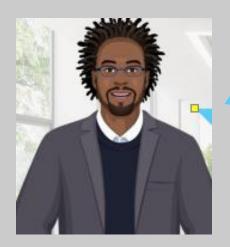
Navigation Info:

User will press next on the player to proceed

Visual Info./Media/Animation:
Text and related image of stress-free person

Voiceover/Narration:

None

Reviewer Comments:

Congratulations on completing this course! Implement the skills you learned into your daily routines and in no time, you will reap the reward of a more enjoyable and productive life.

Navigation Info:

User will click finish on the player to proceed

Visual Info./Media/Animation:
Character and speech bubble with completion message

Voiceover/Narration:
Congratulations on completing this course! Implement the skills you learned into your daily routines and in no time, you will reap the reward of a more enjoyable and productive life.

Reviewer Comments: