

Storyboard Overview

Module 4: Boundaries between work and home

Module Duration: 45 minutes

Learning Objective

By the end of this module learners will be able to set realistic boundaries between their work and personal lives by establishing clear work hours and implementing a shut down ritual as well as implement activities that align with personal needs.

Module Content:

1. Introduction

2. Defining Work-Life Boundaries

3. Creating a shutdown ritual to make time for you

4. Putting it all into action

Outline:

→ VIDEO: Module 4: Boundaries between work and home

Interactive element: self-check poll

→ Text: What are work-life boundaries?

Interactive element: drag and drop boundary match

Interactive element: Scenario quiz

→ Text/Visuals: What a shutdown ritual is with examples

Interactive element: Build your own shutdown ritual

→ Text/interactive element: Recap and goal setting

Introduction

Duration: 5 Minutes

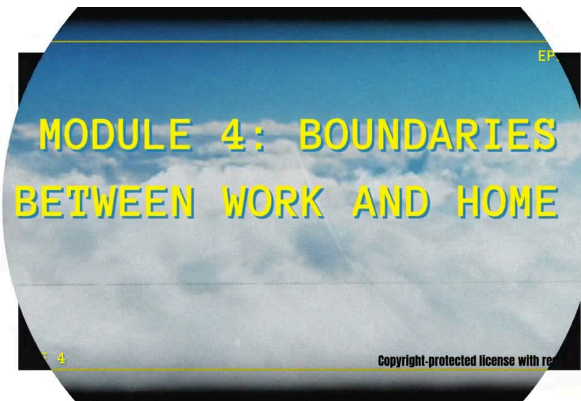
Introduction

Slide Name: Welcome to Module 4!

Screen Objective: Set expectations about the learning outcomes and what the module covers.

Video: Introduction video that learners will watch, providing information on what the focus of Module 4 will be with option for closed captions also the transcript available.

<https://youtu.be/wNg6l-sEwR8>



Actions will be accessible, ability to be performed with a mouse and keyboard. There will be a visible focus indicator.

Transcript:

The time is finally 5 PM which means you are changing your TEAMS status from available to appear offline. Gathering your belongings and heading out of the office to your car to drive home. You've had a long day dealing with various issues and all you want to do is teleport to your house. (Car noise, driving on the highway). (Key unlocking door). You've had such a stressful day that all you want to do is doom scroll on TikTok and look at updates on Facebook, so you just decide to lay on the couch and scroll. (Woman laughing). All of a sudden you think "Oh my goodness! Did I respond to that client? Did my team lead get back to me? Uh-oh!" You leap out of your couch and your cat watches you as you rush into the kitchen to look at your laptop. (Typing on keyboard) You log back into TEAMS to just take a peak, to see if your team lead responded to you, when well you're already logged in, so why don't you go ahead and finish responding to that client and matter a fact the evening person sees you active again on and reaches out to ask where the Culligan water jugs are because he is thirsty and needs fresh water. By the time you finish dealing with all of that it is 7 PM and you haven't eaten, your spouse is trying to catch up with you, your kids are asking for you to read a bedtime story and you still need to do laundry and help get school lunches ready for tomorrow. D you see how quickly that went from being off the clock to feeling like you are back at work? This is the reality of some working adults who have trouble setting realistic boundaries between their work and personal lives. Module 4 learning outcomes. Through this module you will learn how to establish clear work hours, implement a personal shutdown routine, and disconnect from work and feel more present at home. (Happy music playing in the background).

Introduction

Screen Objective: Learners will complete this self check poll to evaluate how their work affects their personal time.

Interactive Element: Self-check poll

How often does work affect your personal time?

Always

Often

Sometimes

Rarely

Never

● Loading...



Actions will be accessible, ability to be performed with a mouse and keyboard. There will be a visible focus indicator.

Content:

Text: I want you to take some time to reflect and answer the following question:

(The self-check poll will be there for the learner to read and answer)

Defining Work-Life Boundaries

Duration: 15 Minutes

Defining Work-Life Boundaries

Slide Name: What are work-life boundaries?

Screen Objective: Learners will learn what work-related boundaries are.

Images:



Actions will be accessible, ability to be performed with a mouse and keyboard. There will be a visible focus indicator.

Content:

Text: Let's learn about different types of work-related boundaries

In the chart there will be three definitions of work-related boundaries such as:

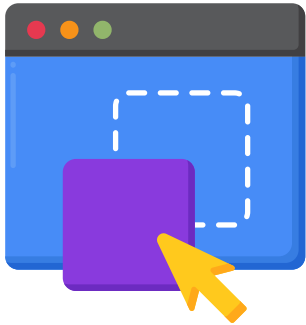
- Time-based: Setting clear and defined working hours and adhering to those boundaries by not doing work-related tasks outside of specified work hours.
- Task-based: Setting limits on tasks you take on to prevent adding additional tasks that affect your personal time.
- Communication: Expectations on your response time regarding work related tasks and how you effectively communicate with your team.

Defining Work-Life Boundaries

Slide Name: Match the work-life boundary

Screen Objective: Learners will complete a drag-and-drop activity where they will match the given examples with the specific boundary it represents.

Interactive Element: Drag-and-drop



Images will be used to relate to the corresponding example



Actions will be accessible, ability to be performed with a mouse and keyboard. There will be a visible focus indicator

Content:

Text: Now that you learned about the different types of work-life boundaries let's put your knowledge to the test! Drag the corresponding work-life boundary to the description given.

Learners will be provided with 5 examples with accompanying images:

- *I only work from 8:00 AM to 4:30 PM, Monday through Friday. (Time-Based boundary)*
- *I turn off notifications, set my TEAMS status as offline at 4:30 PM. (Communication-Based Boundary)*
- *I don't take on new cases that are deep focus tasks 15 minutes before 4:30 PM. (Task-Based Boundary)*
- *I don't do any work related tasks on the weekends. (Time-Based Boundary)*
- *I set an auto-response message in my email notifying the sender that I'm offline and will respond during the next workday. (Communication-Based Boundary)*
- *When I take time off I don't take any emails or calls, completely disconnect. (Task-Based Boundary)*

Defining Work-Life Boundaries

Slide Name: Work-life boundaries in real life

Screen Objective: Learners will read over specific scenarios that relate to work-life boundaries and choose the correct response.

Interactive Element: Scenario Quiz



Images will be used to correlate to the scenarios provided, there will be a slide show showing each scenario.



Actions will be accessible, ability to be performed with a mouse and keyboard. There will be a visible focus indicator

Content:

Text: You will look at some different scenarios and choose the correct response based on what you learned about setting work-life boundaries.

Scenario: It is 6:30 PM. Your workday finished at 5:00 PM. Your colleague texts you and asks if you have any ideas for marketing events.

Scenario: You took some time off, used PTO (Paid Time Off), and go to research some activities for your upcoming trip and glance at the TEAMS chat and see someone asking a question that you know the answer to.

Scenario: You have 10 minutes left of your shift, are finishing up responding to one last email. The evening person is there and someone signs in to get assistance and promises that they just have a quick question and needs to login to show their account.

Creating a shutdown ritual to make time for you

Duration: 15 Minutes

Creating a shutdown ritual to make time for you

Slide Name: What is a shutdown ritual?

Screen Objective: Learners will learn what a shutdown ritual is and look at examples.

Images:



Images and videos will be used to show what a shutdown ritual may look like



Actions will be accessible, ability to be performed with a mouse and keyboard. There will be a visible focus indicator

Content:

The slide will contain the following text and then a video underneath that shows someone at the end of a work day, logging off and getting ready to head home.

Text: It is the end of your workday but you are still online, just looking at your inbox, seeing the new emails that have appeared. You're supposed to be done by 5:00 PM but now it is 5:10 PM and you are responding to the first out of 5 unread emails because you think it will be a quick response. Your boss still sees you online and decides to send you a message through TEAMS asking if you have time for a quick call. You finally finish up with that "quick" call and look at the clock to see that it is now 5:45 PM and a text message from your spouse asking when you're coming home. Let's explore what a shutdown ritual is and how it can help you avoid this and leave work by 5:00 PM.

(A video will be shown describing what a shutdown ritual is with examples for learners to view)

Creating a shutdown ritual to make time for you

Slide Name: Creating your own shutdown ritual

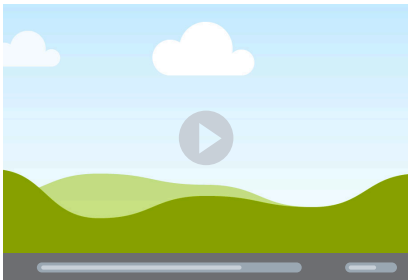
Screen Objective: Learners will learn how to create their own personal shutdown ritual.

Images and accompanying PDF template:

Images that show a shutdown ritual in action with individuals signing off their computers and heading home and an accompanying PDF that learners will be able to download and fill out so that they can create their own shutdown ritual.

Video:

A screencast video showing learners how to fill out the shutdown ritual template, an example of how to create their own.



Actions will be accessible, ability to be performed with a mouse and keyboard. There will be a visible focus indicator

Content:

The slide will contain images that show examples of shutdown rituals and an already filled out PDF template to see what an already implemented shutdown ritual looks like and then is instructed to try creating their own shutdown ritual. A screencast will be shown with me filling out the shutdown ritual template so the learner can have a visual, get an idea of how to create their own shutdown ritual.

Putting it all into action

Duration: 10 Minutes

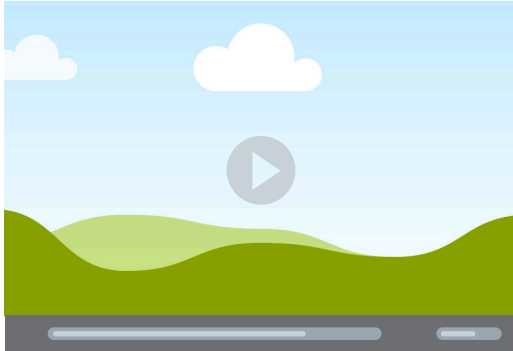
Putting it all into action

Slide Name: Putting it all into action

Screen Objective: Learners will go over what was discussed in module 4 and set a goal for themselves.

Video:

A video will recap what was discussed in module 4, ways that learners can implement what was presented in their own lives to be able to work on setting boundaries between work and life.



Actions will be accessible, ability to be performed with a mouse and keyboard. There will be a visible focus indicator

Content:

Video:

A video will show what was learned in module 4 and at the end learners will be encouraged to set one goal, that is related to what they learned in this module that they can implement and how they feel it will benefit them, help set work-life boundaries.

Feedback:

A section will be available for learners to be able to provide feedback on the module, anything that can be improved. This will be the last thing that needs to be completed.

