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| Artisan E-Learning | E-Learning Uncovered |
| Managing Your Task List |
| Storyboard |

# Part 1: Overview

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| **1.1** | **Managing Your Task List** | |
| **On-screen** | | **Narration** |
| **Video:**  *Intro\_Video.mpg* | | None |
| **Programming Notes** | | |
| * Set video to auto start. * Scale to fill screen. | | |

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| **1.2** | **Introduction** | |
| **On-screen** | | **Narration** |
| **Imported PPT Slide:**  *123\_Prioritizing.PPTX*  **Text:**  After completing this course, you will learn:   * Importance of a to-do list * Advantages and disadvantages of different types of lists * Tips for creating a list * Ways to prioritize your list * Importance of enforcing your list | | Is your list longer than your day? How do you decide what to do first when it all needs to be done now?  In this course, you’ll learn some simple techniques to manage and prioritize your tasks. Specifically, you’ll learn the importance of a to-do list, the advantages and disadvantages of different types of lists, tips for creating a list, ways to prioritize your list, and the importance of enforcing your list. |
| **Programming Notes** | | |
| * Insert audio narration file *1.2.wav*. * Animate graphics/text in sync with audio narration. | | |

# Part 2: To-Do Lists

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| **2.1** | **Getting Tasks Out of Your Head (Storyline 2 Only)** | |
| **On-screen** | | **Narration** |
| **Character:**  *Photographic character of choice*  **Shape:**  *Thought cloud*  **Graphic:**  *Blank\_List.png*  **Text:**  *Pick up the dry cleaning*  *Prepare for staff meeting*  *Revise archive system*  *Mow the lawn*  *Review vendor bids* | | It’s hard to prioritize a task list when that list is running around your head. As soon as you stop to focus on one task, all the others clamor for attention. And they all try to make you think that they are the most important one. The best way to manage this chaos is to get them out of your head and onto a list. |
| **Programming Notes** | | |
| * Insert audio narration file *2.1.wav*. * Animate graphics/text in sync with audio narration. * Animate text with motion paths to move from the thought cloud to the *Blank\_List.png* graphic. | | |

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| **2.2** | **Tips for Creating a To-Do List** | |
| **On-screen** | | **Narration** |
| **Graphic:**  *Sample\_To\_Do\_List.png*  **Markers with Text:**   * ***Task Categories -*** *You may want to separate your tasks into categories, such as immediate and long-term tasks. Just be sure to keep only one list.* * ***Estimates -*** *Include a rough time estimate for each task. This will help you determine if your expectations are realistic.* * ***Priorities -*** *Create a prioritization system to help you identify the most important tasks. Here, the most important tasks are given an “A.”* * ***Completed Tasks –*** *Be sure to cross things off your list when you are done with them. This releases endorphins in the brain!* | | To-do lists come in many different forms, which you’ll learn about later in this course. Regardless of which type you use, there are many ways to organize your to-do list.  Click each icon for a few tips. |
| **Programming Notes** | | |
| * Insert audio narration file *2.2.wav*. | | |

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| **2.3** | **What Method Do You Use?** | |
| **On-screen** | | **Narration** |
| **Embedded Web Object** | | Take this quick survey about your preferred to-do list method. |
| **Programming Notes** | | |
| * Insert audio narration file *2.3.wav*. * Insert an embedded web object, directed to: <http://elrnguncvrd.wufoo.com/forms/todo-list-survey/> | | |

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| **2.4** | **Must Do, Should Do, Nice to Do** | |
| **On-screen** | | **Narration** |
| **Graphic:**   * *Three notepads, labeled Must Do, Should Do, and Nice to Do*   **Text:**  ***Must Do:***  *Must Do tasks have urgency and critical consequences if not done. For example:*   * *Running payroll* * *Fixing an overflowing toilet* * *Calming an angry customer*   ***Should Do:***  *Should Do tasks are time-sensitive and have consequences, yet may have flexibility. For example:*   * *Internal deadlines or meetings* * *Project work* * *Managing employees*   ***Nice to Do:***  *Nice to Do tasks have benefits but may not have consequences, and are usually longer term. For example:*   * *Improving a process* * *Getting organized* * *Getting a head start on a project* | | One of the most useful methods for prioritizing your to-do list is the Must Do, Should Do, Nice to Do system.  Roll your mouse over each item to learn about what the three categories mean. |
| **Programming Notes** | | |
| * Insert audio narration file *2.4.wav*. * Draw the three notepads using simple shapes. * Set each item of text to reveal when the user hovers their mouse over each notepad. | | |

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| **2.5** | **Types of To-Do Lists** | |
| **On-screen** | | **Narration** |
| **Buttons with Text:**   * *Outlook* * *Online* * *Paper*   **Text:**  *Click each button to learn more.*  **BUTTON ONE CONTENT - OUTLOOK**  **Text:**  *Advantages:*   * *There are many extra features such as reminders, setting priorities, sorting, and filtering.* * *You can quickly create tasks from the email messages where the request comes from.* * *Outlook lists can sync to mobile devices so you can always have your list with you.*   *Disadvantages:*   * *An electronic list can become “out of sight—out of mind.”* * *If you don’t keep up with the list, the number of tasks can become very long.*   **BUTTON TWO CONTENT - ONLINE**  **Text:**  *Advantages:*   * *You can find a system that is tailored to what you want.* * *You can access it from any computer and many mobile devices.*   *Disadvantages:*   * *You may have to try a few systems before you find one you want.* * *You may have trouble accessing the list if you do not have internet connectivity.*   **BUTTON THREE CONTENT - PAPER**  **Text:**  *Advantages:*   * *It can be very visible, displayed prominently at your desk at all time.* * *You get a sense of accomplishment when you cross something off.*   *Disadvantages:*   * *If you are mobile, you might not always have the list with you.* * *If you lose the list, you are out of luck!* * *You need to rewrite the list regularly.* | | What’s the best method for a to-do list? Outlook? An online system? A paper list? All of these systems have advantages and disadvantages.  Click each button to learn about some of the advantages and disadvantages of these types of lists. |
| **Programming Notes** | | |
| * Insert audio narration file *2.5.wav*. * Set each button to reveal a slide layer with content. * Apply custom visited states for each button. | | |

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| **2.6** | **What’s On Your List?** | |
| **On-screen** | | **Narration** |
| **Text:**  *Enter your current task list items and click the* ***Generate Task List*** *button.*   * *Must Do* * *Should Do* * *Nice to Do*   **Text Entry Boxes:**  *Three text entry boxes for each category.*  **Button with Text:**  *Generate Task List* | | Now that you’ve learned about the types of to-lists and how to prioritize a list, it’s your turn to practice prioritizing your own tasks.  Using the on-screen fields, input the current items from your task list and organize them according to the Must Do, Should Do, Nice to Do system.  Finally, click the *Generate Task List* button to see a preview of your task list. |
| **Programming Notes** | | |
| * Insert audio narration file *2.6.wav*. * Set button to reveal slide layer with task list preview. * Add button to slide layer to allow user to hide slide layer and return to base layer. * Hide base-layer objects when viewing slide layer. * Reference text entry content on task list preview layer. | | |

# Part 3: Setting Priorities

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| **3.1** | **What’s Wrong With This Picture?** | |
| **On-screen** | | **Narration** |
| **Text:**  *Find the four issues in this photo. Click on each one to identify them.*  **Graphic:**  *Desk\_Issues.png*  **Shape:**  *Red circle (one for each issue)*  **Text:**  *Issues Found:*  **Shape:**  *Checkmark* | | Just as there are many ways to use a task list correctly, there are many ways to use them incorrectly. There are four issues in this photo. See if you can find them, and click on each one. |
| **Programming Notes** | | |
| * Insert audio narration file *3.1.wav*. * Place transparent shapes around each of the following part of the image: notebook, sticky note, scrap paper, phone. * Place a red circle shape around each issue. Set the initial state to hidden. * When the user clicks on each transparent shape, set the corresponding circle to change to its normal state. * Using variables, keep a running total of issues found, and display it to the student. When the student clicks on each transparent shape, add a point to the total. Include logic so that the student cannot get more than one point for each click on the same issue. * Place a hidden checkmark next to the running total of issues found and change its state to normal once the running total reach a total of 4. | | |

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| **3.2** | **What’s Your Control Factor? (Storyline 2 Only)** | |
| **On-screen** | | **Narration** |
| **Slider:**  *Slider with 3 stop positions and an initial stop of 0.*  **Text:**   * *Low Control – With a control factor of low, you can anticipate dedicating 25% of your time to your task list.* * *Medium Control – With a control factor of medium, you can anticipate dedicating 50% of your time to your task list.* * *High Control – With a control factor of high, you can anticipate dedicating 75% of your time to your task list.*   **Text:**  *Using the slider, indicate your control factor.* | | How much control do you really have in your day-to-day work environment? Are you pulled from one task to another with little notice? Or, do you work independently and have complete control over what you do?  Completing your task list on any given day depends on your control factor. Using the slider, indicate your control factor and learn how much time you can really dedicate to completing your tasks. |
| **Programming Notes** | | |
| * Insert audio narration file *3.2.wav*. * Set each text box with an initial state of hidden. * Using the slider logic, change the state of each text box to visible when the slider is moved to the corresponding stop. | | |

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| **3.3** | **Creating a To-Do List** | |
| **On-screen** | | **Narration** |
| **Graphic:**  *Outlook\_Task.png.*  **Buttons with Text:**  *Tutorial*  *Try It* | | Now that you’ve learned about the different types of to-do lists and how to manage and prioritize your to-list, it’s time to practice creating a task.  Click each button to learn how to create a task in Microsoft Outlook and then try it out for yourself. |
| **Programming Notes** | | |
| * Insert audio narration file *3.3.wav*. * Trigger the “Tutorial” button to launch a lightbox slide (see lightbox slide 4.1 for content). * Trigger “Try It” button to launch a lightbox slide (see lightbox slide 4.2 for content). | | |

# Part 4: Lightbox Slides

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| **4.1** | **Outlook Step-by-Step Tutorial** | |
| **On-screen** | | **Narration** |
| **Screen Recording:**   * *Step-by-Step Demonstration* | | To create a task in Microsoft Outlook, begin by clicking the New Task button in the ribbon.  In the subject line, type the name of your task. Then select a start date and due date.  Finally, indicate the priority of the task and click the Save & Close button. |
| **Programming Notes** | | |
| * Insert audio narration file *4.1.wav*. * Record and insert a step-by-step demonstration showing how to create a task in Microsoft Outlook. | | |

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| **4.2** | **Outlook Try It** | |
| **On-screen** | | **Narration** |
| **Screen Recording:**   * *Step-by-step try mode* | | Now it’s your turn to try it. Using the same information from the tutorial, create a new task in Outlook. |
| **Programming Notes** | | |
| * Insert audio narration file *4.2.wav*. * Using the recording from the previous slide, reinsert the recording as a step-by-step try mode simulation. | | |

# Part 5: Knowledge Check

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| **5.1** | **Question 1** | |
| **On-screen** | | **Narration** |
| **Text:**  *Which to-do list method is best?*   1. *Paper list* 2. *Outlook list* 3. *Online list* 4. *It depends (correct)* | | N/A |
| **Programming Notes** | | |
| * Multiple choice question. * Feedback: *The correct answer is: it depends. There are advantages and disadvantages to each type of list. The best one for you is the one that meets YOUR criteria.* | | |

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| **5.2** | **Question 2** | |
| **On-screen** | | **Narration** |
| **Text:**  *Determine which task falls into which category.*   1. *Submit government audit paperwork due Friday – Must do* 2. *Revise archiving system – Nice to do* 3. *Prepare for Thursday’s staff meeting – Should do* | | N/A |
| **Programming Notes** | | |
| * Matching drag-and-drop question. * Feedback: Use default feedback for correct. For incorrect, show screen capture of question answered correctly. | | |

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| **5.3** | **Question 3** | |
| **On-screen** | | **Narration** |
| **Text:**  *Drag each task to the notepad with the appropriate relative priority.*   |  |  | | --- | --- | | Drag item | Drop target | | Revise archiving system | Nice to Do notepad | | Submit audit paperwork | Must do notepad | | Prepare for staff meeting | Should do notepad | | Run payroll | Must do notepad | | | N/A |
| **Programming Notes** | | |
| * Freeform drag-and-drop question. * Feedback: Use default feedback for correct. For incorrect, show screen capture of question answered correctly. | | |

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| **5.4** | **Results Slide** | |
| **On-screen** | | **Narration** |
| N/A | | N/A |
| **Programming Notes** | | |
| * Insert a graded results slide. * Allow user to review the quiz, try again, and print results. | | |

# Part 6: Course Acknowledgement

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| **6.1** | **Course Acknowledgement** | |
| **On-screen** | | **Narration** |
| **Scroll Panel with Text:**  *By completing this course, I understand that the course is not offered for college credit. I understand that this course does not guarantee my employment in any position or organization. I understand that no additional benefit from completion is expected or granted.*  **Checkbox with Text:**  *I agree to these terms.*  **Character:**  *Photographic character of choice*  **Text:**  *Review the Acknowledgement Statement.* | | N/A |
| **Programming Notes** | | |
| * Place acknowledgement statement text within scroll panel. * Set next button to disabled until user clicks the checkbox. | | |

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| **6.2** | **Thank You** | |
| **On-screen** | | **Narration** |
| **Text:**  *Thank you for completing this course! You may exit the course at any time.*  **Character:**  *Photographic character of choice.* | | N/A |
| **Programming Notes** | | |
| * Set next button to disabled. | | |

# Interface Content

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| **N/A** | **Glossary Terms** | |
| **Term** | | **Definition** |
| Must-Do Task | | An item or task with the highest priority. Must-do tasks have urgency and critical consequences if not done. |
| Nice-to-Do Task | | An item or task with the lowest priority. Nice-to-do tasks have benefits but may not have consequences, and are usually longer term. |
| Should-Do Task | | An item or task with a medium priority. Should-do tasks are time-sensitive and have consequences, yet may have flexibility. |

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| **N/A** | **Player Attachments** | |
| **Attachment** | | **Name** |
| *Paired\_Comparison\_Instructions.pdf* | | Paired Comparison Instructions |