

# October 2023 eLearning Challenge: Time Management for Virtual Employees

## The Situation

You work as an instructional designer for PEAK Leadership, an eLearning vendor that creates soft skills courses to support enterprise talent development programs.

With remote and hybrid work being the “new normal” for many companies, customers have voiced a need within their organizations for training on time management for virtual employees. They want to increase productivity and accountability by improving how employees use tools such as calendars, messaging apps, video meetings, online workspaces, etc. Most of all, leaders want remote/hybrid employees to achieve balance when they are “always connected” and have the ability to work anywhere at any time.

## The Challenge

You have been tasked with creating an interactive eLearning course to help employees build stronger time management practices in their remote and/or hybrid working environments. This course will be marketed to companies with remote/hybrid employee populations.

After completing this course, learners should be able to:

- Time block their calendars for meetings, tasks, and focus time
- Promote strategies to achieve balance in schedules (e.g., avoiding “Zoom fatigue”)
- Leverage virtual tools to improve communication and productivity
- Choose the appropriate virtual tool for the task (e.g., email versus meeting)

## Requirements & Constraints

As you design and develop your course, keep the following requirements and constraints in mind:

**Interactivity & Content Presentation:** Ideally, your solution will include decision-based interactions or scenarios to reinforce the skills being taught. Here are some ideas for how you might present your content and make it interactive:

- Mocking up a computer screen with a calendar (such as Outlook) containing typical work obligations like meetings, projects, etc.
- Using slide layers to show learners how various schedule management techniques can transform how an employee's calendar looks and how time is used.
- Using characters to depict 1:1 or team communication in virtual calls. Include choices for the learner to make (known as a branching scenario) to arrive at a conclusion based on their decisions.
- Lightboxing a screen recording of productivity tools you suggest for implementation (based on your research using the links below or elsewhere on the web).
- Including a scrolling panel showing employees using a different type of communication (such as a Slack channel or Teams chat).
- Highlighting key terminology, steps, or reminders with click-to-reveal interactions.

**Authoring Tools:** You are free to use any eLearning authoring tool you'd like; however, Articulate Storyline or Rise are recommended. If you're new to Articulate Storyline, [check out this playlist of videos](#) to help you get started.

**Visual Design:** You are free to design the course in any way you'd like; however, it should demonstrate good visual design best practices with a cohesive and consistent use of font, colors, images, and graphics. If you're new to visual design, [check out this playlist of videos](#) to help you get started.

## **Style Guide**

To help in the design of your eLearning course, you can view and download the PEAK Leadership style guide and brand assets below. You are free to use these to design a branded course template, or you can create your own design. **PEAK Leadership Style Guide.pdf** 388 KB **PEAK Leadership Brand Assets.zip** 463 KB





## Reference Materials

As you design and develop your course, you can create your own content from scratch or source your content from the following references:

- [Effective Time Management While Working Remotely During the COVID-19 Pandemic](#)
- [Time Management in the Age of Remote Work](#)
- [A Guide to Managing Your Newly Remote Workers](#)
- [Managing Remote Employees: 8 Tips and Best Practices](#)
- [Time Management for Remote Workers? -All You Need to Know in 2022](#)



## Submission Guidelines & Contest Rules

Once you're done building your course, you can submit it by commenting below and sharing a link to your finished project. If you're using Articulate Storyline or Rise, you can publish and [share a link from Articulate Review or on the web using Google Cloud](#). Along with a link to your published course, share a few words explaining your design decisions, challenges, inspiration, etc.

**To be eligible to win the \$100 Amazon gift card, your submission must be posted no later than Friday, October 27th, at 11:59 PM ET.** You can learn more about the [contest rules and criteria here](#).

If you'd like to get more eyes on your submission and encourage others to participate in the challenges, you might also consider...

- **Writing a Blog Post:** If you happen to have a blog or online portfolio, write a post about your submission and share it on social media. Make sure to link to it in the comments below for others to see!
- **Record a Video:** If you want to share how you went about designing your submission, record and share a screen recording video (via Loom, Camtasia, Snagit, or YouTube) to showcase and explain your process. And, of course, don't forget to share a link to it in the comments below!

- **Share on Social Media:** If you're active on LinkedIn, Twitter, or another social media platform, create a post to share your submission. If possible, make sure to link back to this page and tag The eLearning Designer's Academy on [LinkedIn](#) or [Twitter](#) in your post.

## **Give & Get Feedback**

After you've shared your submission, make sure to review what others have submitted and provide constructive feedback. Remember, the monthly challenges (and this community as a whole) are meant to provide an inclusive and supportive environment. As you provide feedback, make sure to keep our [Code of Conduct](#) in mind.

As you work to develop your project, also consider sharing your work-in-progress for community feedback in our [Get Feedback space here](#).

## **Challenge Recap, Submissions & Winner**

Congratulations to **[Danielle McGovern](#)** for her winning submission for this month's eLearning challenge: [Managing Your Time as a Remote Worker!](#)

**Check out all of the submissions for this month's eLearning challenge below:**

- [Time Management for Remote Workers](#) by **[Bethany Souza](#)**
- [Time Management Tips for Remote Workers](#) by **[Meredith Radford](#)**
- [Getting Time Back](#) by **[Lan Kao](#)**
- [Sunday Scaries](#) by **[kate berger](#)**
- [Time Management](#) by **[Kelly Merrick](#)**
- [Time Management for Virtual Employees](#) by **[Abby Johnson](#)**
- [Success Skills for Remote Employees](#) by **[Ayla Blacklaw](#)**
- [Time Management for Next Gen Leaders](#) by **[Allison Cherry](#)**
- [Time Management for Remote Working](#) by **[Jim McKinley Brown](#)**
- [PEAK Leadership](#) by **[Rebecca Wheeler](#)**
- [Managing Your Time](#) by **[Kayla Graham](#)**