

REFLECTIVE STORYBOARD

How to Use AI Tools to Boost Your Productivity at Work

Using ChatGPT and Claude for Real Workplace Tasks

Scene Order:

- Scene 1 — Hook & Introduction (0:00–0:40)
- Scene 2 — Meet the Tools (0:40–1:30)
- Scene 3 — Task 1: Email Drafting (1:30–2:40)
- Scene 4 — Task 2: Meeting Summaries (2:40–3:50)
- Scene 5 — Task 3: Summarising Reports (3:50–5:00)
- Scene 6 — AI Safety, Privacy & Responsible Use (5:00–6:15)
- Scene 7 — Recap & Call to Action (6:15–7:00)

SECTION 1 — PROJECT OVERVIEW

FIELD	DETAIL
Topic	How to Use AI Tools to Boost Your Productivity at Work
Tools Featured	ChatGPT (OpenAI) and Claude (Anthropic)
Target Audience	Office professionals — admin, marketing, HR, project management, communications
Video Duration	6:15–7:00 minutes
Scenes	7 scenes total
Orientation	Horizontal (16:9 widescreen — desktop/laptop viewing)
Software	Adobe Express— screen recording, editing, animation, export as MP4

Instructional Overview

This video introduces office professionals to two accessible AI productivity tools, ChatGPT and Claude, and demonstrates how they can be applied immediately to the most common time-consuming workplace tasks. The video also includes a safety and privacy scene that addresses responsible AI use, data protection considerations, ensuring viewers leave with both practical skills and the knowledge to use those skills responsibly.

SECTION 2 — TARGET AUDIENCE

ATTRIBUTE	DESCRIPTION
Audience	Office professionals — no technical background assumed
Age Range	25–55 years
Prior Knowledge	Has heard of ChatGPT; may have tried it casually but never used it seriously at work
Motivation	Overwhelmed by workload; wants practical AI tools they can use at their desk today
Pain Points	Inbox overload, long reports to read, meeting notes to write up, repetitive writing tasks

Safety Concern	May be unsure what is safe to share with AI — this video addresses that directly
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SECTION 3 — INSTRUCTIONAL & LEARNING OBJECTIVES

INSTRUCTIONAL OBJECTIVES

1. Show office professionals how ChatGPT and Claude reduce time on common workplace tasks
2. Demonstrate three real immediately usable work scenarios with live on-screen examples
3. Help viewers understand which tool is better suited to which type of task
4. Educate viewers on AI safety, data privacy, and responsible use in a workplace context
5. Build enough confidence that viewers try at least one demo themselves the same day

BLOOM'S LEVEL	LEARNING OBJECTIVE	ASSESSMENT INDICATOR
Remember	Name ChatGPT and Claude and one use case and one safety rule for each	Can state at least one use case and one privacy rule when asked
Understand	Explain why structured prompts and anonymised data produce better safer results	Can describe in their own words the link between prompt quality, data safety, and output quality
Apply	Replicate at least one task and apply the anonymous principle	Successfully uses an AI tool for a work task while keeping all data anonymised
Analyze	Decide which AI tool suits which task and what data is safe to include	Can justify tool choice and identify what should be removed from a prompt before submitting

SECTION 4 — DESIGN PRINCIPLES & THEORETICAL JUSTIFICATION

COGNITIVE LOAD THEORY

Cognitive Load Theory proposes that working memory has a strictly limited capacity. This video manages all three load types throughout:

- **Intrinsic Load:** Content is workplace-specific and jargon-free. One concept per scene. The safety scene is positioned after the demos so learners have context before being introduced to constraints.
- **Extraneous Load:** Low or No background music. Clean browser recordings.
- **Germane Load:** Worked examples throughout. The safety scene uses a clear 'bad example vs safe alternative' structure to help viewers build a reusable mental model for responsible AI use.

SECTION 5 — SCENE-BY-SCENE STORYBOARD WITH VOICEOVER SCRIPT

SCENE 1 — Hook & Introduction 0:00–0:40	
VISUALS / SCREEN	AUDIO - VOICEOVER SCRIPT
<p>Animated character. Clean professional look. Use Adobe Express Library, Intro template.</p>	<p>"How much of your working day is spent writing emails you've written a hundred times before?</p> <p>Sitting through meetings and then spending an hour turning your notes into something usable? Reading a twenty-page report when all you actually need are the three key points?</p> <p>These tasks aren't the important parts of your job, but they eat up the time you need for the parts that are.</p> <p>In this video I'm going to show you how to use two AI tools, ChatGPT and Claude, to handle exactly these kinds of tasks. Quickly, professionally, and for free.</p> <p>Let's get straight into it."</p>

SCENE 2 — Meet the Tools 0:40–1:30	
VISUALS / SCREEN:	AUDIO - VOICEOVER SCRIPT
<p>Use animation then cut to ChatGPT screen. Open screen in browser: ChatGPT (chat.openai.com) then, Claude (claude.ai). Use screen recorder.</p>	<p>"Before we dive in, let me quickly introduce the two tools we're using today.</p> <p>ChatGPT, made by OpenAI. It's excellent for drafting, writing, and generating structured content. The free version, which is all you need for everything in this video, is available at chat.openai.com.</p> <p>Claude, made by Anthropic. Claude is particularly strong at reading and processing large amounts of text — which makes it ideal for summarising reports, meeting notes, and long documents. Available free at claude.ai.</p> <p>Both work entirely in your browser. No downloads, no IT department required, no technical setup.</p> <p>I'll be using each tool for the task it handles best, and by the end of this video, you'll know exactly when to reach for which one."</p>

SCENE 3 — Task 1: Email Drafting 1:30–2:40	
VISUALS / SCREEN:	AUDIO - VOICEOVER SCRIPT
<p>Animation character cut to, live screen demo in ChatGPT. Viewer sees prompt being typed then AI response appearing. Zoom into finished email output after response loads.</p>	<p>"Let's start with emails, because for most office professionals, the inbox is where the day begins and ends.</p> <p>Here's the situation. I need to follow up with a client who hasn't responded to a proposal I sent a week ago. I don't want to sound pushy, but I need a response. I have about thirty seconds to deal with this.</p> <p>Here's my prompt in ChatGPT:</p> <p><i>[Type the prompt below on screen, let the viewer watch you type it]</i></p> <p><i>[AI response appears,]</i></p> <p>That is a genuinely professional email. It hits exactly the right tone, it's the right length, and it has a clear next step at the end.</p> <p>I can copy this directly into Outlook or Gmail, adjust any specific details, and send it in under two minutes.</p> <p>Notice how specific the prompt was ,role, task, tone, length, and format. The more specific you are, the better the result every time."</p>

SCENE 4 — Task 2: Meeting Summaries 2:40–3:50	
VISUALS / SCREEN:	AUDIO - VOICEOVER SCRIPT
<p>Live screen demo in Claude. Paste pre-prepared raw meeting notes. Type structured prompt. Reveal the formatted three-part output.</p>	<p>"Next , meeting notes. This is one of the most universally painful parts of office life. You come out of an hour-long meeting with pages of scribbled notes, and then someone needs a summary with action points by the end of the day.</p> <p>Here's how Claude handles this. I'm going to paste in my raw, messy meeting notes, the kind of thing you'd actually type during a meeting, and use this prompt:</p> <p><i>[Type the prompt below then paste in the raw meeting notes underneath it]</i></p> <p>Clean, structured, professional, and it took Claude about fifteen seconds.</p> <p>This is the kind of output you could copy straight into an email and send to your whole team. What used to take thirty to forty minutes now takes two."</p>

SCENE 5 — Task 3: Summarising Reports 3:50–5:00	
VISUALS / SCREEN:	AUDIO - VOICEOVER SCRIPT
<p>Animation then cut to, live screen demo in Claude. Paste a lengthy business report. Show structured prompt. Reveal three-part output: executive summary, key findings, recommended actions.</p>	<p>"The third task is one that senior professionals in particular will appreciate. summarizing long reports. Whether it's an industry report, a policy document, a competitor analysis, or a lengthy brief from a client — reading it in full takes time that most people simply don't have.</p> <p>Claude is exceptionally good at this because it can process very large amounts of text in one go. Here's my prompt:</p> <p><i>[Type the prompt below then paste the long document text]</i></p> <p><i>[AI response appears]</i></p> <p>An executive summary, the key findings, and the recommended actions, all extracted and clearly formatted in under thirty seconds.</p> <p>If you regularly receive long documents that need to be read and acted on, this alone could save you hours every single week."</p>

SCENE 6 — Task: AI Safety | 3:50–5:00

VISUALS / SCREEN:	AUDIO - VOICEOVER SCRIPT
<p>Animation first, show 'Bad Example vs Safe Alternative' comparison for the prompt examples.</p>	<p>"Before we wrap up, I want to cover AI safety.</p> <p>Using ChatGPT and Claude can save you significant time at work. But like any powerful tool, they need to be used responsibly. And when it comes to AI, that means understanding what you should, and should not, be putting into these tools.</p> <p>First, when you are using AI to help draft emails or write anything involving other people, never include real names, job titles, or contact details.</p> <p>So instead of typing: 'Write an email to Sarah Johnson at Acme Ltd about her overdue invoice number 4521 for twelve thousand dollars.'</p> <p>You would type: 'Write an email to a client about an overdue invoice.'</p> <p>Same result. No personal data shared.</p> <p>The reason this matters is that when you type information into a free AI tool, that data may be used to improve the AI's training models. Real names, company names, and contact details are personal information, keep them out.</p> <p>The same principle applies to numbers. Do not paste real invoice amounts, account numbers, salary figures, budget totals, or any financial data into a free AI tool.</p> <p>You get the same quality output from the AI, but without exposing sensitive commercial information.</p> <p>This is especially important if you work in finance, HR, legal, or any role where you handle confidential figures regularly</p> <p>Never upload documents that contain: client contracts, employee records, medical information, legal documents, internal financial reports, or anything marked confidential.</p>

SCENE 7 — Recap & Call to Action 6:15–7:00	
VISUALS / SCREEN:	AUDIO - VOICEOVER SCRIPT
<p>Animation first, show, the three task labels. Entrance animations reveal each line in sync with narration.</p>	<p>"So let's recap everything we covered today.</p> <p>Task one — email drafting. Give ChatGPT your rough notes and a clear brief, and get a polished professional email in seconds.</p> <p><i>[Line 1 fades in: 'Email Drafting — ChatGPT']</i></p> <p>Task two — meeting summaries. Paste your raw notes into Claude and get a structured summary with action points ready to share immediately.</p> <p><i>[Line 2 fades in: 'Meeting Summaries — Claude']</i></p> <p>Task three — report summarising. Hand Claude a lengthy document and get an executive summary and key findings in under a minute.</p> <p>ChatGPT and Claude are both free, both browser-based, and both ready to use at your desk right now.</p> <p>Here is my challenge to you — pick one of those three tasks and try it before the end of today. Not tomorrow. Today. That is the only way it becomes part of how you actually work.</p> <p>Thanks for watching — and if this was useful, share it with a colleague who you know is drowning in their inbox."</p>

SECTION 7 — VIDEO ABSTRACT

ABSTRACT
<p>Title: How to Use AI Tools to Boost Your Productivity at Work</p> <p>This instructional video introduces office professionals to two accessible AI productivity tools, ChatGPT and Claude, and demonstrates how they can be applied immediately to the most common time-consuming workplace tasks. The video takes a practical, demonstration-led approach grounded in real office scenarios.</p> <p>Three core use cases are demonstrated live on screen: drafting professional emails, converting raw meeting notes into structured summaries, and condensing lengthy reports into executive summaries. A dedicated scene on AI safety and responsible use addresses data privacy, anonymization of sensitive information, and the difference between free and enterprise AI tiers, equipping viewers to use these tools confidently and responsibly. The video applies Mayer's Multimedia Principles and Cognitive Load Theory throughout.</p>