

DEAR ARTISTS

#WFH



in the time of COVID-19

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Dear Artists who are
also overworked freelancers,
cultural workers,
administrators, curators,
advocates, art handlers,
educators, activists, makers,
visionaries, researchers,
small business owners,
writers, designers, gig
workers, hustlers, treasure
horses, shape-shifting jacks-
and-jills-of-all-trades, etc.,

*Trying to Stay Grounded
and Centered during the Pandemic*

In response to how many of us have been thrust into isolation in face of COVID-19, I am sharing my experience of working mostly from home in **hopes that this resource may help stabilize this challenging time so that you can continue to do your amazing work of uplifting broader communities, while still taking good care of yourselves in the process.** We are as strong as the weakest link in our ecosystem. This applies to our larger communities as well as each individual's physical, mental and emotional health. If we can maintain a collective calm in this difficult time, we will be better equipped to support our communities while reverberating with inner strength and resilience.

These pages focus mostly on **organizing time and space** as I hear many people struggling with finding a comfortable flow these days. Our routines and sense of normalcy have been disrupted (and will be forever changed), which has led to reduced capacity to make sound decisions as anxiety, worry, fear and real life-threatening illnesses cloud our spheres. While some are experiencing income loss, others have become Zoom Zombies with no break from an increased workload (ie. transitioning to online teaching, conferences, etc) and nonstop screen time. Many have increased labor as caretakers with dwindling personal time. Others have thrown themselves into relief efforts and are quietly exhausting themselves.

Putting out fires amidst these changing times has made our sense of time become abstract as we are caught within a 24-hour loop in the same domestic environment. The shape of time is no longer recognizable. While I don't have all the answers (I am not a parent nor am I caring for an elder), **I hope these pages will help steer you towards recovering a sense of groundedness and feeling centered.** I also acknowledge that I am writing from the privileged perspective of someone working remotely in the company of a supportive and caring partner. Please take what is useful for your unique situation!

In solidarity and with compassion,
Beatrice Glow
April 6, 2020
Queens, New York

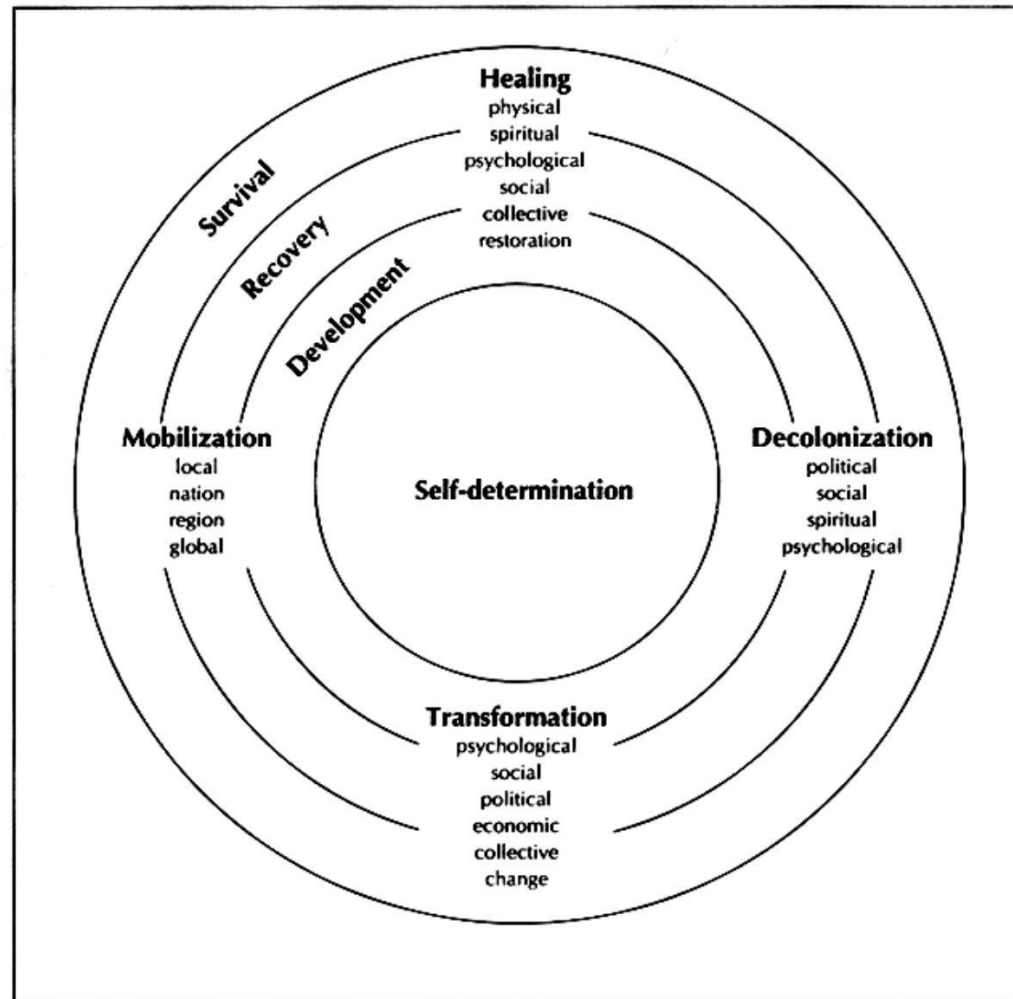


Figure 1 (Smith 1999, 117)

Breathing Together

We are physically distant yet we share the same air, lands and waters.

All islands are connected under water, let us not forget that. We are part of a larger ecosystem where our actions affect each other.

I offer this breathing exercise to reflect on this breath of life we share while meditating on this beautiful visualization by Linda Tuhiwai Smith in Decolonizing Methodologies.

Let's take three deep breaths together that draw together our kinship:

With the first breath we take, let's hold in our hearts an inhalation of love and gratitude for ourselves, our loved ones, our larger communities, teachers and essential workers.

Now, let's exhale fear, anxiety and tension.

1...2...3...
3...2...1...

With the second breath we take together, we hold close to our hearts those without safe shelter and protection as well as those being targeted by unhinged xenophobia.

We exhale anger and grief and send protection outward.

1...2...3...
3...2...1...

On the third breath we inhale a deepened understanding of being part of the lands, air and waters.

We exhale a sense of division and boundaries with our human and non-human relations.

1...2...3...
3...2...1...

Relax
 Release
 Relate
 Reciprocate
 Review
 Revisit
 Reexamine
 Realign
 Rethink
 Reevaluate
 Reflect
 Reframe
 Reimagine
 Recalibrate
 Reset
 Reboot
 Refresh
 Renew
 Realize
 Revitalize

How are you spending your time? This is a great opportunity to reflect on how you have been spending your time and what you want to change. *It's a time to realign.* Most of us have lived overstimulated lives, so welcome this as a moment to **move away from the normal reactive state** and start strategizing for the long term impending changes and organizing effectively on a personal and collective level. I understand that many of us are only able to take things one-day at a time presently, but it is important to **gradually shift out of a reactive state of shock and grief** and make lemonade out of lemons. **Take care of what is within your control by anchoring yourself within a healthy routine that uses your time wisely in order to reestablish a sense of stability.** Improve your home environment. Stay active, vigilant and do not sink into the couch. And most importantly, be patient and kind to yourself in this process.

Consider the following...

- ☐ It takes about three weeks to two months to form and break habits. **What patterns would you like to change within yourself** during quarantine?
- ☐ **Reset your circadian rhythm.** Without late night outings and events, it's time to rise with the sun and unwind at nightfall. Not only is this good for your health, it also reduces electricity consumption which is great for both your wallet and carbon footprint. I urge night owls to give this a try. Adjust your sleep schedule by 10 min increments daily.
- ☐ **What does your ideal day FEEL like?** Close your eyes and envision it. What makes you satisfied at the end of the day? Make some aspect of that ideal part of your new reality.
- ☐ **Do less but make it count.**

Gentle reminders...

- ☐ Stay informed of what is happening but **cap the time you spend absorbing news and social media.** Implement timers on social media apps if needed.
- ☐ **Start your day on your terms** by addressing your priorities in the morning and take meetings and perform tasks in the afternoon.
- ☐ **Email is a mindkiller!** Refrain from diving into your inbox first thing in the morning.
- ☐ **Make a conscious effort in the late afternoon to unwind.** Allow yourself to have blocks of unstructured time to have dance parties at home, sing, watch comedy, read, cook, connect with loved ones, play with your kids, nap, massage your feet, etc.

Gentle reminders...

- Build in more time for **checking in with yourself**. How are you *really* feeling? Many of you are highly empathetic and caring, which means you often forget self-care and manage stress by kicking into martyr-mode by first offering to help others. **Take care of you and yours before overextending your resources**. Put yourself in a position to be of service without jeopardizing yourself.
- **Feel your feelings and externalize them** in a healthy way by connecting with loved ones or speaking to a professional. Keeping to yourself can lead to chronic illnesses down the road.
- Create a **nightly ritual of releasing** pain and trauma in order to reset for healing sleep.
- If you find it difficult getting creative in your art currently, **channel creativity** into the healing act of working with your hands to cook delicious and nutrient-dense homemade meals to **nourish your body** and boost your immune system.
- **Reexamine your health routines** and where you can improve - be less sedentary, track your nutrition, etc.
- **Take good care of your health** now so that you don't have to seek dental or medical help as our healthcare system is overwhelmed currently.
- As we reduce physical activity during quarantine, **keep your system strong** with workout videos, online dance classes, aerobics, or even a self-directed meditation and yoga retreat.
- There is no need to up your productivity just because others are hurling themselves into work. Everyone copes with change differently and staying busy is often a distraction from emotional difficulties. Please **prioritize taking care of immediate needs (health, food, shelter, security, family and friends) and feel good that you have accomplished just that**. There is a time for everything.
- If you can afford it, allow this time to unfold without forcing yourself to do anything that feels unnatural. **Give yourself permission to take a break** and direct your energy towards other activities such as sewing masks, decluttering, reading old letters or researching a new interest. It is a time of unlearning unhealthy habits in order to welcome in a new rhythm that harmonizes with where you/we are all headed.

Now that you have taken care of basic needs, consider the following:

- **How can I support broader communities?**
- **How can I become more resilient** in face of these more than likely to reoccur pandemics and economic crises? Reflect, discuss with trusted folks and make a plan to enact changes.
- A college friend who is now an ayurveda coach once told me to *practice dying everyday*. By that, she meant that we should live each day doing what is most aligned with our core values. This idea resurfaced for me as we are undergoing a pandemic that is forcing many of us to face our collective vulnerabilities, the fragility of human life and the broken system rearing its ugly head. Let's take this moment to return to basics, embrace a break from business as usual, and build a more secure tomorrow.
- **Review your emergency preparedness**. Are your loved ones going to be taken care of should you fall ill? Declutter your home to let go of physical and emotional debris. Prepare your will and list your beneficiaries in the event that you become unwell so that your loved ones are taken care of and to alleviate them from handling the aftermath. This includes cataloguing and archiving artwork so that your life's work is protected.
- Reflect on our actions that wreaked havoc on the planet and how can we transition collectively as our systems have shown that they are incompetent, broken, inadequate. **When we emerge from this quarantine, how will we change our behaviors and become environmental stewards with our deepened understanding of our interconnections as made evident by the virus?** How can we start now?

No longer busy-ness as usual.

If anyone pressures you to work under a demanding deadline for a non-essential activity, they may not be worth your time. It's time to pause, meet chaos with stillness, reevaluate our relationships, realign our values with our realities, and recalibrate.

Our world in Spring 2020



Art, education and cultural institutions trying to crank out online content in a mad dash

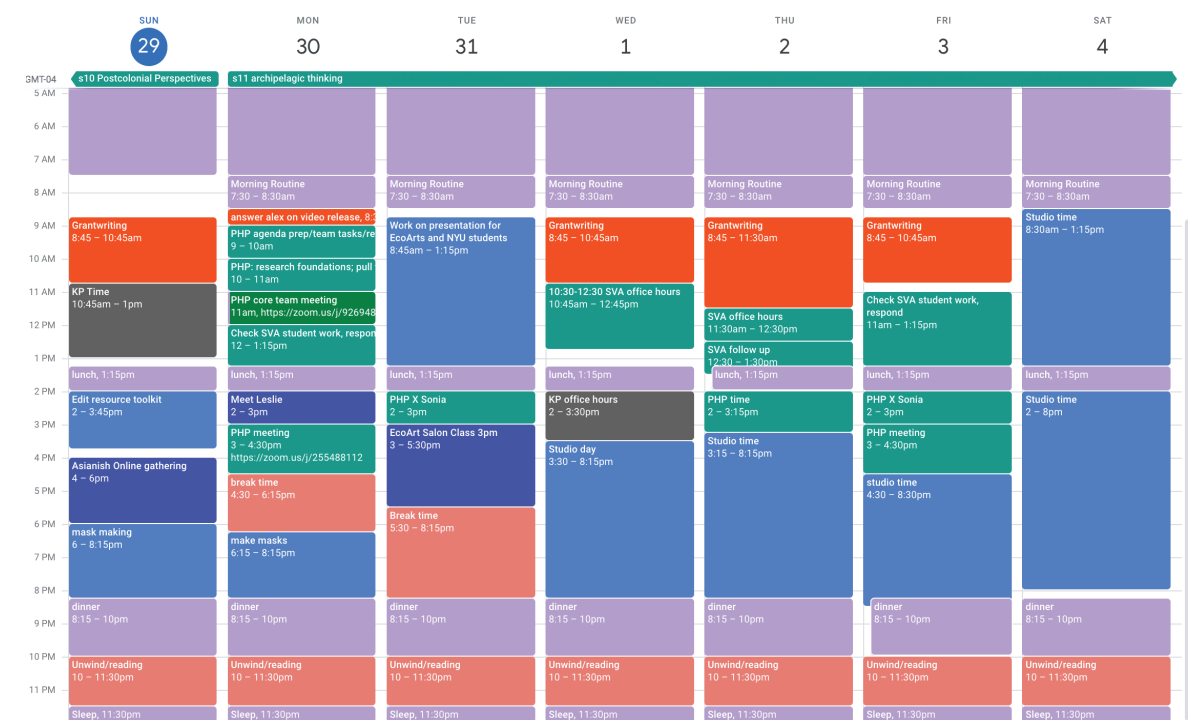


Everytime
you say “yes”
to something,
you are
saying “no”
to something
else.

CALENDAR BLOCKING

This is a great method to invite routine and structure into your life by setting up guidelines for your week/month ahead:

- Setup an appointment with yourself at the start and end of your week (Sunday evenings are great) to jot down commitments, tasks and upcoming projects as well as assess the previous week. See page 22-23 for worksheets.
- Make that list actionable by plotting the activities on your calendar (digital or analog both work). **Estimate the time needed for each task.** This becomes your guideline to how much time you should ideally spend on each activity. Break down projects into the smaller steps so you don't underestimate and end up with an over-ambitious schedule.



Here is an example of my color-coded calendar that I blocked out for a week. It prevents me from saying yes to too many commitments given I know how much I have on my plate already and gives me a reality check of my capacity.

- **Be selective with what you put on your calendar.** If you keep pushing a task back on the calendar and it doesn't really adversely affect you, then it really is not a priority and you should drop it or delegate it. This is not a time to over commit but to **be deliberate and intentional with how you spend your time. Set yourself up to thrive!**
- For **non-negotiable commitments** (ie. child care, freelance gig, meetings, etc), block out that time first on your calendar so that you realistically see where you have pockets of space to tend to other items on your list.
- Block out time for breakfast, lunch, dinner, breaks and sleep. It is so easy to get sucked into not leaving your desk for **bio-breaks** when a demanding email consumes your attention. Setting aside break time is showing respect for the work you put out in the world by looking out for yourself.
- **Mornings:** Jumpstart your day with an activity or ritual to leave anxiety and stress of last night behind so you can embrace today and be present. After having warm water, I journal while coffee is brewing and breakfast is cooking. Journaling allows me to set intentions and goals. I also show appreciation for my home by taking 5 min to tidy up. Use this time to pause and reflect on all that you are grateful for.
- For **large projects**, break them down into steps and work backwards in time starting at the due date.
- **Color-code** activities by categories so you can clearly see how much time you actually dedicate to each activity. Here is my color-code break down:
 - Lilac = Family Admin (sleep, meals, paying bills, house chores, etc)**
 - Blue = Creative Studio Time**
 - Red = Admin Time (emails, grant writing, archiving, contracts, invoicing)**
 - Coral Pink = Personal Time (time for diffusing and playing including self-care, reading, connecting with friends, social media strolling, etc),**
 - Green = Freelance Work**
 - Charcoal Gray = Side-hustle**

- **Say no to multi-tasking!** Instead, dedicate 2-3 hours to similar types of activities when possible. If my calendar looks too colorful within a 3 hour block, it means that I am not focusing and am planning poorly.
- At the end of the day, **update your calendar to reflect the actual time** you spent on each activity as schedules often shift. Be honest here but don't beat yourself over the head for not having followed your intended schedule precisely. It is a guideline. This may seem meticulous at first but after a while, it helps you gain perspective on how you spend your time, how much time certain activities actually take, what activities are making a positive impact on your life, and which activities are simply draining.
- Watch Vlog Boss Amy Landino's video for great demo on how to do this: <https://youtu.be/Y-aFEA0MCQ4>
- These general principles can be adapted for longer-tem planning as well.
- This may all be a lot to handle at first but it is easier to stay organized than messy!



RESIST!!

21ST CENTURY REBOOT BE LIKE



Restarting in safe mode



Planning a Balanced Day

Being a freelancer and artist means that you are solely responsible for propelling your projects forward and managing your time well is essential. **Use a daily planner that builds structure into your day** without having to think too much about it at daybreak. I developed a **Balanced Day Planner (BDP)** for my needs. See page 20 for a blank template should you like to try it out or even develop your own version!

How to Use the Balanced Day Planner:

1. While I have my calendar blocked out for the week, that is just an overview of weekly goals. On a daily basis, I start the day with the BDP to help me structure an intentional day while referencing the calendar. BDP allows me to wake up and **follow my internal flow** as I am not a robot adhering to what a calendar dictates.

2. I only use BDP when I need to get stuff done. On **weekends**, I set goals but I do not follow rigid structures.

3. I print these double-sided and file them in a binder when I am done. That way I can go back and reflect on my week. In my pre-covid-19 life, I would take the sheet of the day with me when I left my home office so that I didn't have to drag around a heavy planner.

4. I write BDP by hand as it does a trick with my brain to commit to the tasks in a way digital notes do not. However,

if you want to save paper, an old school method for a **reusable planner** is to put a transparency sheet on top (or put the planner into a transparent sleeve) and use transparency pens. Take a picture at the end of the day for your records. Or go techie with a re-usable notebook like **Rocketbook**.

5. Structure your work day by setting up a routine and **hold yourself accountable to it**. Perhaps you can remotely co-work with a friend or colleague where in the morning you share what you plan to accomplish and then check in with each other at the end of the day.

6. Another day planning strategy is the **Pomodoro Method** (look it up!) to **build breaks into your workday and power through with momentum**. I use it to breakdown projects into tasks. Use a timer (preferably not your regular phone timer!) or an app such as *Be Focused* or *Focus To-Do*. See page 21 for a template.

Step 6: Start by filling out things you have to take care of at a certain time (meetings, homeschooling) and then schedule other activities. This is your ideal day schedule

DATE: _____

| | | |
|---|------------------------|--|
| PRIORITIES (1-3 MAX) | 8 9 10 | AFTERNOON CHECK-IN <i>Step 7: If you got off track of your intended schedule, reshuffle here to reaffirm your to-do list for the afternoon</i> |
| <i>Step 2: Only put here what must be done in order to feel satisfied with your day</i> | 11 12 13 | NEW IDEAS / INSPIRATIONS <i>Write here anytime!</i> |
| TASKS (3-5 MAX) <i>Step 3: These are smaller tasks and errands</i> | 14 15 16 | NOTES FOR TOMORROW/LATER <i>Step 8: Jot down here things that you need to attend to later. Also, if you didn't get to take care of something today, note it here as well. Don't feel guilty, it just means you had too much going on!</i> |
| CORRESPONDENCES <i>Step 4: Don't become reactive to your inbox. Jot down folks you need to contact here. If you don't organize this your email inbox can spiral get out of control</i> | 17 18 19 | |
| PERSONAL <i>Step 5: Do something kind to yourself that brings joy and peace!</i> | 20 | |
| DREAM/GRATITUDE/LIFE VISION/GOALS/MOOD/VENT/LIBERATE/FEEL/REFLECT <i>Step 1: Start your morning journaling here to clear your head</i> <i>Step 9: Regroup at the end of the day here.</i> | | DISTRACTION LIST <i>Jot down any thing that you noticed was pulling you away from your set schedule - ie. social media, snacking to procrastinate, etc.</i> |

Balanced Day Planner

DATE: _____

| | | |
|--|----|--------------------------|
| PRIORITIES | 8 | AFTERNOON CHECK-IN |
| | 9 | |
| | 10 | |
| TASKS | 11 | NEW IDEAS / INSPIRATIONS |
| | 12 | |
| | 13 | |
| CORRESPONDENCES | 14 | NOTES FOR TOMORROW/LATER |
| | 15 | |
| | 16 | |
| PERSONAL | 17 | DISTRACTION LIST |
| | 18 | |
| | 19 | |
| DREAM/GRATITUDE/GOALS/MOOD/VENT/LIBERATE/FEEL/REFLECT... | | |
| 20 | | |

Pomodoro Method

Date: _____

Most Important Task of the Day
If this was the only thing you did today you'd be satisfied. This is usually the most difficult task.

1. _____
 Target Track 25 min/bubble Actual

Secondary Tasks of Importance
Completion of these tasks will make the day even better

2. _____
 Target Track 25 min/bubble Actual

3. _____
 Target Track 25 min/bubble Actual

Additional Tasks
Do these only after you have completed the tasks above

4. _____
 Target Track 25 min/bubble Actual

5. _____
 Target Track 25 min/bubble Actual

Notes
Extra space for ideas, future tasks, inspiration, etc.

Start your week here

Top 5 Priorities of this week (If you complete these tasks you would be satisfied)

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____

2nd most important tasks of the week (only do these if you complete the top 5)

- 6. _____
- 7. _____
- 8. _____
- 9. _____
- 10. _____

Bonus tasks (only get to these if you complete the top 10)

- 11. _____
- 12. _____
- 13. _____
- 14. _____
- 15. _____

How will you hold yourself accountable to these priorities?

Wrap up your week

Weekly Highlights! What went well? Any big or little wins this week?

What tasks were not completed this week? Recommit to these tasks next week:

What have you learned this week? How will you implement this going forward?

Next week: What actions will you take to make sure next week is productive?



DAILY FLOW

Transition into and out of a #WFH day

Without a commute, how do you transition into and out of the work day without a change of scenery?

Tips for starting the day...

- **Wake up at the same time daily** and make your bed. Those 10 seconds set the tone for the day!
- **Keep up regular hygiene** and have an exciting breakfast! Sounds obvious but when you work from home, you can easily forget to brush your teeth and do skincare when an email notification comes in and you get sucked into the digital world. Eating well in the morning can motivate you to rise and shine!
- **Get dressed!** I do not believe in WFH in pajamas. No, don't do the blazer on the top and sweatpants on the bottom thing for video conferencing. You need to **have a distinction between sleep wear and day wear** to jumpstart your psyche. Sounds silly but it does shift your psychology.
- **Close your bedroom door** so you are not tempted to go into the room during work hours unless you have *scheduled* nap times :-)

During the day...

- **Social media is a distraction** (unless you work in social media). Turn off notifications on your device as you would at a workplace or set your phone on airplane mode.
- Identify when you are most capable of working with momentum and when your energy level is lower. I personally am a morning person so I tend to messages and tasks during the afternoon and **guard my mornings** for demanding work as my capacity for making decisions dwindles as the day progresses.
- If you have an **aroma** diffuser, use uplifting notes such as citruses or woody scents to **ease into the day**.
- Put on instrumental background **music** to help you start focusing. Leave the podcasts and movies for breaktime unless you are doing a repetitive task. Personally, I love hang drums recordings!
- **Maintain boundaries between tasks.** For example, house chores may be beckoning you but do not give in! Stay with the tasks at hand and reserve chores for family admin time. Don't let procrastination by chores slow you down!
- If you find your mind drifting away from the task at hand, jot down the thought on a **"Distraction List."** After your priorities are taken care of, then tend to your distraction list.
- Take **real lunch breaks** away from the workspace.
- Switch up the sedentary energy every half-hour with a 5 min break

Clocking out for personal time...

- You need to **put a solid stop to working to transition into personal time**. Sometimes you may end the work day feeling unresolved and frustrated. Sometimes you may finish the work day feeling highly satisfied with progress or a breakthrough. Wherever you are, take a moment to review progress and **find closure for the day**. For unfinished tasks, just jot down the priorities for the next work day in the "Notes for Tomorrow/Later" section of the BDP and physically walk away from the workspace. Trust that you will **return with vigor after rest and renewal**.
- **Change out of work clothes and unwind with an activity to calm your mind.** This could be something on your distraction list. Cooking. Exercise. Switch up the music. Home spa time. Call a friend, etc. The point is to reward yourself for getting through the day.
- **Turn OFF the wifi** at bedtime and keep the phone out of the bedroom. This act signals a clear-cut time off.

Opening Space for a New Rhythm

There is definitely a before and after in our lives since covid-19 appeared. **Work-life balance has vanished with blurred boundaries between workspace and personal space.** Your home was once a private and intimate space for relaxing and decompressing and now, remote work has moved in with you like an uninvited house guest that demands constant attention. It is important to **setup your headquarters in a way so your mental health, family life and creative work don't suffer.** Even if you are not currently working (whether by choice or due to a job loss), **shifting your space can be helpful in resetting your energy and refueling the creativity and motivation.** If you need/want to work and feel the inspiration, let's make this enjoyable!

Setting up the Workspace

Designate a physical workspace in your home environment to help you navigate the intensity of the pandemic.

- **Rearrange your furniture** to change the mood at home. Declutter in the process.
- If you don't have an extra room and it has to be in a shared space, try to make it feel separate such as a curtain, a foldable screen, a clearly defined corner, etc.
- **Bless your newly arranged space** by starting with a vision board that centers your values and inspirations. Embrace this new space as a sanctuary to ground your practice.
- **Renew your vows to your creative practice** in a performative act, song or chant!
- **Devote a space for decompressing.** Perhaps this is an altar, a zen den for meditation and yoga, or a fitness area.
- Unless your practice is 100% digital, **separate the computer from the rest of the studio space.** For example, I have a small computer desk for strictly administrative and digital work. I purposely keep it all on a small table to

contain it. My creative work is on another table adjacent to the computer desk. When I didn't have the luxury of two work tables, I drew clear boundaries on the same work surfaces with painters tape.

Reboot your digital workspace

- Set up a clean background for video conferencing, or familiarize yourself with virtual background settings in Zoom or the "blur" background function in Skype or Jitsi, etc.
- It is so easy to have 70 tabs open on your browser and 8 applications running as you multi-task in a frenzy. This leads to a lot of digital clutter and reduces efficiency. Organize browsers by project/client, research, personal and entertainment .
- Organize digital files and make back-ups on external harddrives
- Scan important documents.

Studio storage: If you had to move art supplies and projects home from your regular studio, organize it smartly. It is easier to stay organized than messy. I have many same-sized wooden crates that I stack up as shelving units for books, paperwork, studio supplies, etc. This allows me to be flexible and switch up storage arrangements as needed given it is modular.

Snacks and Beverages: Leave them in the dining area! This will provide an incentive to leave your desk for breaks. Designate a home office mug reserved for work hours only.

Sharing Space: Communicate with those who share the space with you about each other's expectations and needs. If everyone at home needs to participate in video conferences, inform each other of the times so that no one experiences spotty wifi. Consider wearing headphones to not let work conversations overflow the home environment.

Housemates and partners: Discuss when you are available for non-work activities and when you are working. **I acknowledge that this is a lot more difficult with young children** in the household but circling back to the calendar blocking method can be helpful to sort out a family schedule and set more realistic expectations about how much time you can allot for yourself.

Mum is
in a meeting

9.30-11



! DO NOT ENTER !

The answer to your question
might be here:

upstairs

In the wash

I don't know
what's for dinner

No

In your bedroom

piece of fruit

Laughter is
Medicine

The Homeschooling Challenge

As a non-parent, I am not in the position to offer tips to parents who are dealing with the stress of the pandemic on top of the added challenge of crisis schooling. The following guidelines were developed after consulting family and friends to help parents **find a collective household rhythm**. It will need to be adjusted every few days pending on your kids' needs. Take a deep breath if plans don't pan out as expected. You are doing your best to pull through and your kids will understand if you communicate with them.

Balancing a Family Schedule

Build a Family Routine: With closed schools and social isolation, setting up a structured daily schedule that the entire family can realistically commit to will comfort children. Apply the Calendar Blocking method (page 13) and designate time for learning, chores, fun, your WFH responsibilities, and personal breaks from each other. Stick to regimented bedtime hours.

Set Goals: Before diving into schooling, identify the top priorities for each day and what will help *you the parent* stay calm. If you are frantic, it will be transmitted to your kids. Layout the *basic* goals the kids have to get done for school and chores, what materials and support they need to complete tasks, and account for break time.

Collaborate on building a Daily Schedule: Brainstorm together how to organize their days in a way that makes sense for everyone. When kids are included in the decision-making process, they are more cooperative. Ask them how long they think they can concentrate before needing a break. Depending on their level of interest and the difficulty of the work, this break can last 5-20 minutes for youngsters. For older students, it is somewhere between 15-45 minutes. Decide on the length of their study periods and how many are needed per hour and per day. Adapting the Pomodoro method (page 21) can be useful for this drafting process to build in break time. Outline acceptable break time activities such as movement, bathroom, snacks, etc. Plan longer breaks after an hour.

Finding Time for Your Work: Build quiet time into the family schedule. If you are WFH, decide when you want privacy and allow your kids to have some of their screen time then. If you have a partner or a family member around, tag team your work and child duties. Relieve each other and check in with each other.

Following a Weekly Guidelines: Post the weekly schedule where your kids can see it. Make adjustments every few days.

Family Co-Working Time: Co-working with your kids can help them stay on track and you can also answer questions as they study. This signals that everyone is respecting the plan and it's focus time. Model the behavior you want to see in them!

Pair Incentives with Must-Dos: Make an Incentives List of activities such as story hour, movement, snack time, extra screen time, story hour, doing a favorite activity with you, cooking, science and art projects, making music, watching a movie, board games, puzzles, writing letters and cards, reading, gardening, etc. Award these incentives when a task on the Must-Dos List has been tended to. The Must-Dos List includes tasks like studying, helping siblings, organize the play area or chores.

House Chores: The house needs more cleaning now that everyone is home. Talk to your kids about making it a **team effort** to care for the shared spaces. Keep chores for your kids manageable. Link the completion of their chores to incentives. Communicate about how they will be reminded. Provide positive affirmation when they do what they are asked to do.

Social time: If your child is suffering from social isolation, arrange for video chat or interactive games with friends and family online. If possible, do outdoor activities together and make the most of this time without external obligations.

New Screen Time Limits: It's reasonable to allow your kids more screen time especially if they are socializing more online now in addition to school commitments. Explain that this is an exception and define a daily quota for 'fun' screen time.

Tantrums and Meltdowns: Kids may not fully grasp the situation nor have the language to express their feelings, but they definitely are struggling with the changes in their young lives. Meltdowns may happen more often and kids may revert to behavior they once exhibited at younger ages as a coping mechanism. Brace yourself and allow for time to release frustration.

That's it for now...take care, find your rhythm
and see you around in cyberspace!



Mannahatta VR, Chief Mann on Lenape way (Broadway), 2018, Interactive virtual reality experience. This is an ongoing project growing through conversations with Native culture bearers, ecologists, artists, educators and technologists. It is co-organized by Beatrice Glow and Alexandre Girardeau.