

COVID-19 (coronavirus)

Resources for the Museum Field



13 Tips for Working Remotely

The Independent Museum Professionals Network of AAM prepared [these tips](#) for museum employees to set boundaries and plan ahead for the best remote work experience during the COVID-19 pandemic.

These recommendations are not to be taken as legal advice or a definitive answer for any particular museum, but rather as a guide for preparedness for the field.

- 1. Set aside a designated workspace.** (Don't work in bed.)
- 2. Get dressed.** If you try to work in pajamas, your brain may still think you're lounging.
- 3. Take some time to find a work pattern.** Experiment with working conditions until you find the right routine for you.
- 4. Keep track of your hours.** Even if not required, it will help you understand your own productivity and workload.
- 5. Keep set hours, as if you were at your workplace.** Otherwise, you might procrastinate and hurt your work-life balance.
- 6. But be flexible about your schedule!** Feel free to try another schedule besides 9-to-5, as long as you can be available to coworkers.
- 7. Use the time you might have spent commuting for self-care.**
 - a. Go for a walk, practice yoga or meditation, or read a book before work.
 - b. Try a longer midday break with an extended workday.
- 8. Schedule regular "virtual check-ins" with colleagues.** Try to find a virtual replacement for socializing or eating lunch, to avoid isolation.
- 9. Sign up for and learn to use tools** like Zoom, Skype, Google Docs, and Dropbox.
- 10. Don't tell your friends and family you are working from home!** Don't answer calls or messages that you wouldn't normally answer at work.
- 11. Share childcare.** Don't try to work and take care of kid(s) at the same time, if you can help it.
 - a. Try switching off every few hours with a partner or other caregiver, so you can both have undistracted work time.
- 12. Plan now for what you can do from home,** particularly if your work generally requires access to on-site facilities or tools.
 - a. Is there a writing project you've been putting off?

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- b. Is there online training you haven't completed?
 - c. Are there publications you've been meaning to read?
 - d. Are there thoughtful conversations you could have with colleagues that haven't been possible during uninterrupted times?
 - e. Create a work plan to ensure accountability and reduce anxiety about how to use your time.
- 13. Have work available to complete offline.**
- a. Print documents you can work from.
 - b. Gather professional journals or books to read and connect to current projects.

Thanks to the Independent Museum Professional Network for contributing to this resource. If you would like to contribute to a resource guide, please contact AAM's Content Team at content@aam-us.org.