

Home Office Checklist

A complete plan to set up and organize a productive, ergonomic home office.

Choose and Set Up the Desk

- ☐ Pick a desk sized to your space and tasks
- ☐ Place it near a window for natural light if possible
Avoid glare on your screen by angling the desk.
- ☐ Clear the surface to only what you use daily
- ☐ Position the desk away from high-traffic household noise
- ☐ Add a small plant or item that makes the space inviting

Set Up Technology

- ☐ Test internet speed and add a wired connection if needed
- ☐ Position the monitor at eye level on a riser or stand
- ☐ Connect and tidy a separate keyboard and mouse
- ☐ Set up a webcam and microphone for video calls
- ☐ Add a power strip with surge protection for all devices
A strip with USB ports cuts down on adapters.

Organize Supplies

- ☐ Stock only the supplies you use weekly within reach
- ☐ Sort pens, clips, and notes into a drawer organizer
- ☐ Store extra supplies in a labeled bin or nearby shelf
- ☐ Add a notepad or whiteboard for quick capture
- ☐ Keep a small bin for paper to recycle at the desk

Manage Cables

- ☐ Unplug everything and route cables along one path
- ☐ Bundle cables with clips, sleeves, or velcro ties
- ☐ Mount a power strip or tray under the desk
Lifting cables off the floor makes cleaning easier.
- ☐ Label both ends of each cable for quick swaps
- ☐ Set up a dedicated charging spot for phone and earbuds

Dial In Ergonomics

- ☐ Adjust the chair so feet rest flat and knees sit at ninety degrees
- ☐ Support your lower back with the chair or a small cushion
- ☐ Set the monitor an arm's length away at eye level
- ☐ Keep elbows close to the body at about a right angle
- ☐ Add a task lamp to reduce eye strain in dim light
Aim for layered lighting, not a single harsh source.

Build a Filing System

- ☐ Sort existing paper into keep, scan, shred, and recycle
- ☐ Set up labeled folders for active and reference documents
- ☐ Scan important papers and back up the files securely

- ☐ Create a simple naming system for digital files
 - ☐ Schedule a weekly reset to clear and refile the desk
- Five minutes on Friday keeps Monday calm.