

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.