

CHECKLIST

A home office setup checklist

NECESSITIES* Computer □ Desk Office Chair Internet ELECTRONICS Computer Mouse[†] ☐ Computer Monitor¹ ☐ Web Cam¹ ☐ Keyboard¹ ☐ Headphones/Buds External Hard Drive Printer Scanner ☐ Power Strip Phone Charger

50	FTWARE
	Zoom
	Dropbox
	Microsoft Word
	Powerpoint
	Grammarly UNK
	Slack
OF	FICE SUPPLIES
	Mouse Pad
	Printer Paper
	Printer Ink
	Post-Its/Notebooks
	Pens/Highlighters
	Waste Basket
	Desk Lamp
	Stapler
	Cable Organizer

OFFICE UPGRADES & EXTRAS
☐ Desk Organizer UNK
☐ Portable Monitor ■NK
☐ iPad/Tablet
☐ Desk Pad/Mat ☐NK
☐ Ember Mug ☐NK
☐ Water Jug LINK
☐ Yeti Tumbler ■ Yeti Tumbler
☐ Foot Hammock LINK
☐ Cord Organizer LINK
☐ Multi-Charger ■NK
ZOOM UPGRADES & EXTRAS
☐ Podcast Mic LINK
Ring Light LINK
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☐ Foot Hammock LINK ☐ Cord Organizer LINK ☐ Multi-Charger LINK ZOOM UPGRADES & EXTRAS ☐ Podcast Mic LINK ☐ Ring Light LINK

"Always have the basic necessities in place before purchasing additional items that you may or may not need. This list should only be used as a basic guide. Every home office will have it's own set of unique needs." Accessories may be included with computer purchase or sold separately.

Work From Home Setup Checklist

S Ben Porath

Work From Home Setup Checklist:

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