



The Ultimate Home Office Setup Checklist

Enhance Productivity, Comfort, and Organization

Ergonomic Furniture

- ☐ Adjustable chair with lumbar support
- ☐ Adjustable desk (sit-stand recommended)
- ☐ Ergonomic keyboard and mouse
- ☐ Monitor stand or adjustable arm
- ☐ Footrest (optional for long hours)

Productivity Boosters

- ☐ Desk lamp with adjustable brightness
- ☐ Noise-cancelling headphones
- ☐ Planner or digital task organizer
- ☐ Cable management system
- ☐ Desktop organizer or trays

Tech Accessories

- ☐ High-quality webcam
- ☐ Headset with microphone
- ☐ Docking station / USB hub
- ☐ Extra monitor (if multitasking)
- ☐ Laptop stand for better posture

Organization & Wellness

- ☐ File storage (cabinet, shelves, or bins)
- ☐ Anti-fatigue mat (if standing desk)
- ☐ Plants or greenery for mental wellness
- ☐ Adjustable monitor arms
- ☐ Comfortable lighting for reduced eye strain

Bonus Tips

- ☐ Keep essentials within reach
- ☐ Declutter workspace weekly
- ☐ Personalize your space for motivation
- ☐ Review and upgrade accessories periodically