



CHECKLIST

A home office setup checklist

NECESSITIES*

- ☐ Computer
- ☐ Desk
- ☐ Office Chair
- ☐ Internet

ELECTRONICS

- ☐ Computer Mouse†
- ☐ Computer Monitor†
- ☐ Web Cam†
- ☐ Keyboard†
- ☐ Headphones/Buds
- ☐ External Hard Drive
- ☐ Printer
- ☐ Scanner
- ☐ Power Strip
- ☐ Phone Charger

SOFTWARE

- ☐ Zoom
- ☐ Dropbox
- ☐ Microsoft Word
- ☐ Powerpoint
- ☐ Grammarly [LINK](#)
- ☐ Slack

OFFICE SUPPLIES

- ☐ Mouse Pad
- ☐ Printer Paper
- ☐ Printer Ink
- ☐ Post-Its/Notebooks
- ☐ Pens/Highlighters
- ☐ Waste Basket
- ☐ Desk Lamp
- ☐ Stapler
- ☐ Cable Organizer

OFFICE UPGRADES & EXTRAS

- ☐ Desk Organizer [LINK](#)
- ☐ Portable Monitor [LINK](#)
- ☐ iPad/Tablet
- ☐ Desk Pad/Mat [LINK](#)
- ☐ Ember Mug [LINK](#)
- ☐ Water Jug [LINK](#)
- ☐ Yeti Tumbler [LINK](#)
- ☐ Foot Hammock [LINK](#)
- ☐ Cord Organizer [LINK](#)
- ☐ Multi-Charger [LINK](#)

ZOOM UPGRADES & EXTRAS

- ☐ Podcast Mic [LINK](#)
- ☐ Ring Light [LINK](#)
- ☐ Mini Light Kit [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

Chao Zhang



Work From Home Setup Checklist:

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