

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

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

"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 Marginson

Work From Home Setup Checklist:

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