



CHECKLIST

A home office setup checklist

NECESSITIES*

- Computer [LINK](#)
- Desk [LINK](#)
- Chair [LINK](#)
- Internet

ELECTRONICS

- Mouse[†] [LINK](#)
- Monitor[†] [LINK](#)
- Web Cam[†] [LINK](#)
- Keyboard[†] [LINK](#)
- Headphones [LINK](#)
- External Drive [LINK](#)
- Printer/Scanner [LINK](#)
- Power Strip [LINK](#)
- iPad/Tablet [LINK](#)

SOFTWARE

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

OFFICE SUPPLIES

- Mouse Pad [LINK](#)
- Printer Paper [LINK](#)
- Printer Ink [LINK](#)
- Post-Its [LINK](#)
- Pens [LINK](#)
- Waste Basket [LINK](#)
- Desk Lamp [LINK](#)
- Stapler [LINK](#)

OFFICE UPGRADES & EXTRAS

- Desk Organizer [LINK](#)
- Portable Monitor [LINK](#)
- Desk Pad/Mat [LINK](#)
- Ember Mug [LINK](#)
- Water Jug [LINK](#)
- Yeti Tumbler [LINK](#)
- Desk Shelves [LINK](#)
- Multi-Cable Charger [LINK](#)
- Blue Light Glasses [LINK](#)

ZOOM UPGRADES & EXTRAS

- Podcast Mic [LINK](#)
- Desk Ring Light [LINK](#)
- Portable 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 its own set of unique needs. †Accessories may be included with computer purchase or sold separately.*