

Home Office Setup Checklist

Create a Comfortable, Organized & Productive Workspace

Home Office Planning

- ☐ Choose a quiet location with minimal distractions
- ☐ Measure your available space before buying furniture
- ☐ Position your desk near natural light
- ☐ Leave at least 30 inches behind your chair

Furniture Essentials

- ☐ Select a desk that fits your workspace
- ☐ Use an ergonomic chair with lumbar support
- ☐ Add a monitor riser or laptop stand
- ☐ Keep frequently used items within reach

Storage & Organization

- ☐ Install floating shelves if space is limited
- ☐ Organize supplies using drawer dividers
- ☐ Label storage boxes and folders
- ☐ Keep only daily essentials on your desk

Cable Management

- ☐ Bundle cables using cable sleeves
- ☐ Hide power strips under the desk
- ☐ Use wireless accessories where possible
- ☐ Secure charging cables with clips

Lighting

- ☐ Maximize natural daylight
- ☐ Add an adjustable desk lamp
- ☐ Reduce screen glare

Productivity Habits

- ☐ Start work at the same time each day
- ☐ Clear your desk before finishing work
- ☐ Close work apps after office hours
- ☐ Reset your workspace every evening

Weekly Reset

- ☐ Remove unnecessary papers
- ☐ Wipe your desk
- ☐ Organize cables
- ☐ Archive completed work
- ☐ Empty desktop downloads
- ☐ Review your task list

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