



# **#Super Helpful Checklist For Setting Up Your Home Office!**

## **Checklist For Setting Up A Home Office**

- ( ) Desk or desk set up
- ( ) Computer
- ( ) Monitors
- ( ) Desk chair
- ( ) Printer/Scanner/Copier
- ( ) File cabinet or file box
- ( ) Pens, pencils
- ( ) Pen Holder/Cup



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## **Checklist For Setting Up A Home Office**

- ( ) Sticky notes
- ( ) Tape Holder and Tape
- ( ) Stapler
- ( ) Staple Puller
- ( ) Envelopes
- ( ) File Folders
- ( ) Accordion folders
- ( ) White Board and Dry Erase Markers





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## **Checklist For Setting Up A Home Office**

- ☐ Two Tier Letter Tray
- ☐ Cork Board and Push Pins
- ☐ Conference call number
- ☐ Zoom
- ☐ Microsoft Teams
- ☐ Trello
- ☐ Amazon Echo
- ☐ Diffuser and Essential Oils