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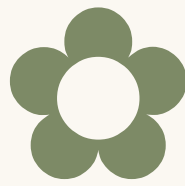
YOUR FREE PRINTABLE

Home office setup checklist



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H O M E O F F I C E S E T U P

office checklist

Ergonomics · Screen at eye level: ☐ Chair adjusted: ☐ Keyboard at elbow height: ☐

Lighting · Natural light to side (not behind screen): ☐ No screen glare: ☐

Equipment · Reliable broadband: ☐ Headset for calls: ☐ Second monitor: ☐

Boundaries · Defined start and end time: ☐ Signal to household: ☐

Environment · Door closes: ☐ Noise managed: ☐ Temp comfortable: ☐

Routine · Dressed properly: ☐ Work area tidy at start: ☐

End of day · Close laptop: ☐ Clear desk: ☐ 'Commute' substitute: ☐

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