

Compact Checklist: Home Office Productivity Essentials

Quick Buying Guide for a Comfortable, Organized & Efficient Workspace

COMFORT & ERGONOMICS

Build a Better Base

- Supportive ergonomic chair with breathable mesh or lumbar cushion.
- Under-desk footrest to encourage healthy leg posture.
- LED desk lamp with adjustable color temp and brightness.

DESK TOOLS & ORGANIZATION

Declutter Your Workflow

- Compact whiteboard or weekly planner board for to-dos.
- Desk trays or vertical organizers to sort pens and supplies.
- Monitor riser or laptop stand for better screen height.
- Cable clips and sleeves to tidy up charging cords.

WORK & TECH GEAR

Power Through Tasks

- USB-C hub or docking station with multiple ports.
- Noise-canceling earbuds or wireless headphones.
- Slim wireless keyboard and ergonomic mouse set.
- External SSD or cloud storage plan for backups.

PLANNING ESSENTIALS

Stay on Track Daily

- Digital calendar or app with time-blocking features.
- Color-coded sticky notes or project boards for clarity.
- Routine checklist notepad or tear-away daily sheets.

WHY THIS CHECKLIST WORKS

Quick Snapshot for Buyers

- Built for anyone who wants a tidy and focused workspace.
- Doesn't require expensive tech—just smart tools that fit your desk.
- Pairs well with home office How-To Guides for full setup help.
- Improves comfort, clarity, and cable control at once.