



## Home Office Furniture Essentials Checklist

Setting up a home office that works for you is important. The right furniture can make a big difference in how comfortable and productive you are.

This checklist will help you pick the essential items you need.

Think about the size of your space and how you like to work. Then use this list as a prompt to make your own plan. With the right setup, your home office can be a place where you feel good and get things done.

☐ **Desk**

- ☐ Sturdy and spacious enough for your work setup.
- ☐ Consider one with different height and storage options. A standing desk can be a great choice.

☐ **Chair**

- ☐ Choose one that provides proper back support.
- ☐ Look out for options with adjustable height, seat depth, and armrests.

☐ **Storage Solutions**

- ☐ Filing cabinets or drawers are great options for paperwork and supplies.
- ☐ Shelving units or bookcases can work well in smaller spaces.

☐ **Lighting**

- ☐ Desk lamp with adjustable brightness.
- ☐ Overhead lighting that reduces eye strain.

☐ **Monitor Stand**

- ☐ Elevates your screen to eye level for better posture.
- ☐ Consider one with additional storage underneath.

☐ **Keyboard and Mouse**

- ☐ Ergonomic keyboard and mouse for comfortable typing.
- ☐ Consider wireless options to reduce clutter.

☐ **Footrest**

- ☐ Provides support and improves circulation during long hours of sitting.

☐ **Cable Management**

- ☐ Cable organizers, clips, or a cable tray to keep wires tidy.

☐ **Printer Stand**

- ☐ A designated spot for your printer, with space for paper and supplies.

☐ **Personal Touches**

- ☐ Include items like a comfortable rug, plants, and artwork to make the space your own.

This checklist covers the essentials for a functional and comfortable home office setup.

Visit the *Furniture and Layout Section* of our website  
to find more ideas and suggestions to help you.

**[www.organizedhomeoffice.com](http://www.organizedhomeoffice.com)**

Let's get it sorted!