

WORK
FROM
HOME
CHECKLIST

RACQUEL BROWN

Welcome

Working from home is one of the best decisions you'll ever make in your life. It provides numerous benefits and allows you to spend more time with your family and friends. The average person takes approximately 2 hours to get to and from work daily; imagine getting more sleep, no need to get dressed, no traffic, no cubicles and no one to breathe down your neck.

You'll save money; you don't need to worry about gas prices nor the cost for clothing. You'll get to work in your PJ's, eat home cook meals and lastly, work in the privacy and comfort of your home.

This checklist provides all the necessary equipment/tools processes and services that are required to get you ready for your lifechanging and rewarding experience.

Work Area/Space

- Work area/ space is traffic free and preferably sound proof
- Adequate lighting. Natural natural light. is best
- Adequate lighting preferably natural light.
- Work desk that can hold 2 monitors, keyboard, and phone
- Work desk that can hold 2 monitors, keyboard, and phone,
- Work area should be properly ventilated
- Work area should be properly ventilated

Hardware and Software

- Laptop and a monitor, or a PC and an additional monitor
- Office Chair
- telephone
- Keyboard , mouse and headset
- power extentions
- Install Zoom App

Services/Connections

- Fast speed internet connection
- Phone line
- Phone

Office Supplies

- Pens and highlighter
- Paper
- AA Batteries and AAA Batteries
- Spill proof mug/cup
- Calculator
- notepads, stapler, planner and printing paper
- Spill proof mug/cup