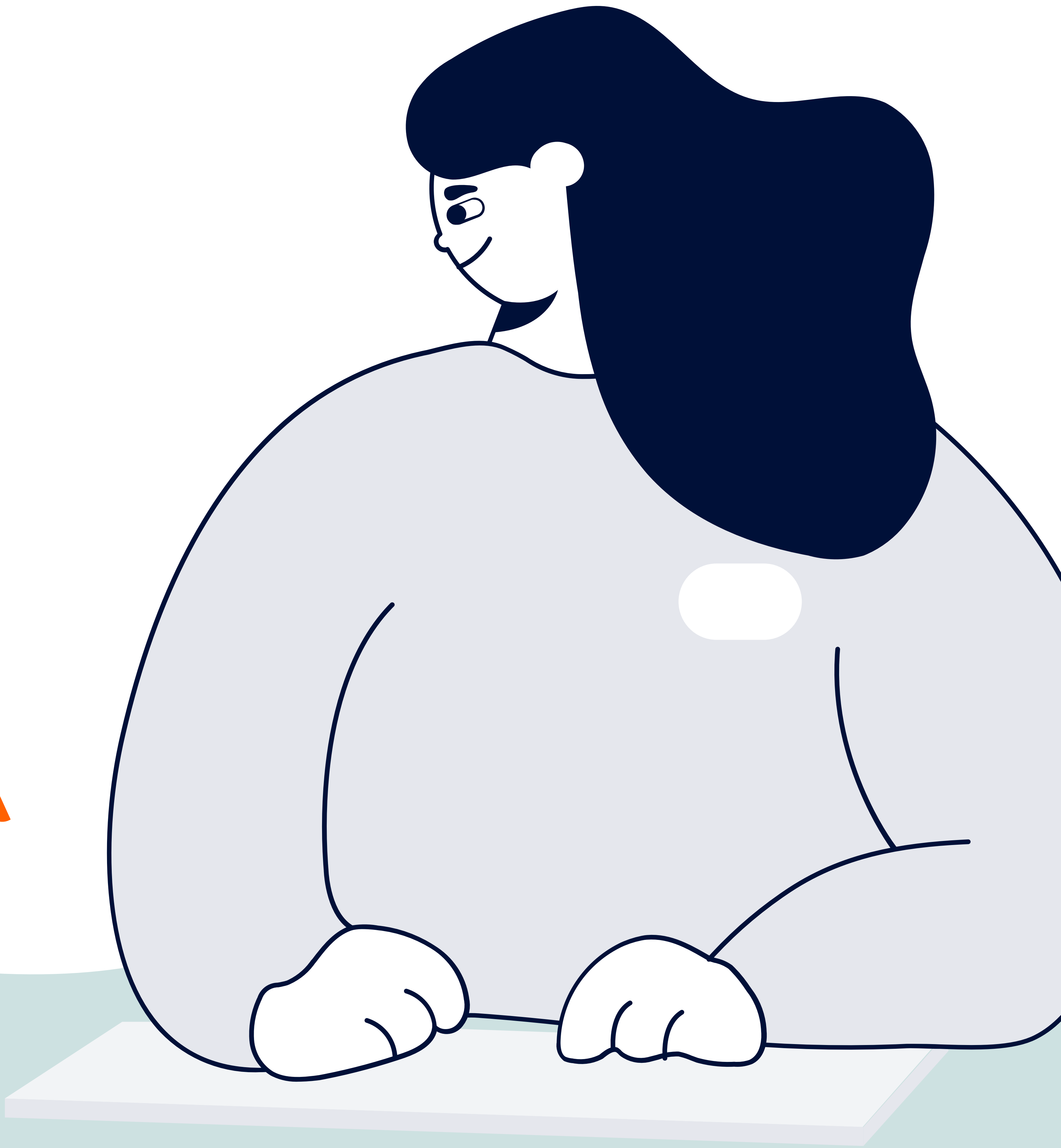




Home Office Checklist



- A desk
- A comfortable chair (you can add a pillow for back support)
- Laptop or desktop computer and screens
- Storage (drawers, crates, or trays)
- Basic supplies: notebooks, folders, pencils, pens, post-its, a trusty highlighter
- Personal organization: calendar, agenda, and/or to-do list
- Lighting: lamps, ceiling lights, window access
- Climate control: space heater, fan, blankets
- Stress-relief: pictures, your favorite scented candle, a small plant