

Home Office Setup Checklist

Everything you need to set up a productive, ergonomic, and professional home office. Tick off the easy wins first — most setups land 80% of the value in the first ten items.

7 sections · 30 items · Updated 2026 · deskdna.com

FURNITURE ESSENTIALS

- Desk with at least 48" of surface width**
Wider is better. 60" is ideal.
- Chair with adjustable seat height**
Lumbar support is a bonus.
- Monitor at arm's length from your face**
20–28" is the target range.
- Keyboard and mouse on the same level**
Avoid reaching up to type.

DISPLAY & INPUT

- External monitor (at least 24" FHD)**
Biggest productivity upgrade for laptop users.
- Monitor top at or slightly below eye level**
A stand or monitor arm makes this easy.
- External keyboard (full-size or TKL)**
Required if monitor is on a stand.
- External mouse**
Reduces wrist fatigue vs trackpad.
- USB hub or dock (for laptop users)**
One cable connects everything.

LIGHTING

- No window directly behind your monitor**
Causes glare — reposition desk if needed.
- Adequate desk lighting (300–500 lux at surface)**
Desk lamp or monitor light bar.
- Front-facing light for video calls**
Ring light or soft box.
- Bias light behind monitor (optional)**
Reduces eye strain significantly.

VIDEO & AUDIO

- Webcam producing at least 1080p**
Laptop cams are usually 720p or worse.
- Dedicated mic or USB headset**
Audio quality matters more than video.
- Test audio and video before important calls**
Don't discover problems mid-call.
- Clean, neutral background for calls**
Or use a virtual background.

CABLE MANAGEMENT

- Under-desk cable management tray installed**
Keeps cables off the floor and desk.
- Cables bundled with velcro ties**
Not zip ties — you'll re-route later.
- Power strip with surge protection**
Under the desk, not on top.
- Cable labels on both ends**
Saves confusion when troubleshooting.

ERGONOMICS

- Feet flat on floor (or footrest)**
Knees at 90° or slightly open.
- Elbows at 90°, forearms parallel to floor when typing**
Adjust chair height first.
- Screen tilted slightly back (5–15°)**
Reduces eye strain for most people.
- Keyboard directly in front of you — no reaching**
- Break every 90 minutes**
Pomodoro or Stretchly app helps.

PRODUCTIVITY

- Reliable internet (test at fast.com)**
At least 25 Mbps upload for video calls.
- Ethernet cable if Wi-Fi drops on calls**
More reliable than Wi-Fi.
- Noise-cancelling headphones for focus work**
ANC beats ear plugs.
- Do-not-disturb signal for your household**
Physical boundaries matter.

