

Simple Work from Home Checklist



Leverage our checklist to see how you can stay ahead in the game!



Simple Work from Home Checklist

1. Ergonomic Desk

There are a variety of desks to choose from depending on your budget and use. Do you like to stand and stretch throughout the day? We recommend a desk that will allow you to easily convert it from a sitting to a standing configuration.

2. Ergonomic Chair

Get yourself a proper work chair! It will be the best money you spend since you will likely be spending a lot of time in it. You cannot spend too much on a good work chair.

3. Proper Lighting

A well-lit workspace can brighten the room, and have a positive impact on your mood.

4. High quality laptop (mobile, mobile, mobile)

Laptops allow you to work from anywhere, at any time. If you're a freelancer or setting up your office for personal use, you could add a desktop computer to your home office setup, but having mobility is very important.

5. Multiple Computer Monitors (two or even three!)

Adding another monitor, or even two will increase productivity. Most laptops and desktops connect easily to a second monitor, although you may need an adapter.

6. Wireless Keyboard and Mouse

Complete your desk setup with a keyboard (even if you have a laptop) and mouse. Wireless options will help you to rid your desk of unnecessary chords and clutter.



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7. Office Supplies

While we live in the digital age, a notebook and pen can help us jot down notes, organize our thoughts, and prepare us for our workday.

8. High-speed Internet

High-speed internet is a must..if you can get Business class Internet service with static IPs, its even better!

When you're video conferencing with your colleagues while your kids are gaming or streaming television in the other room, you will need enough bandwidth and a stable internet connection to insure that your meetings are uninterrupted with buffering and poor connection quality.

9. Surge Protectors

Between your lighting and technology setup, you probably have a lot of wires and plugs to deal with. Use a proper battery backup / surge protector to save your devices from voltage spikes and sudden power outages.

10. High quality headset with integrated microphone

Don't use your computer mic and speakers. If you are not using a headset we recommend the GoMic from Samson. You have a lot of headset options. If you don't want to use something simple, like the set that may have come with your last phone purchase, Amazon has a good noise canceling options as well.



Don't forget to hydrate, stand up and move around.

It sounds simple, but when you're in front of the computer or isolated in an office in the basement for the whole day, you tend to take fewer breaks - and few breaks equal less movement.

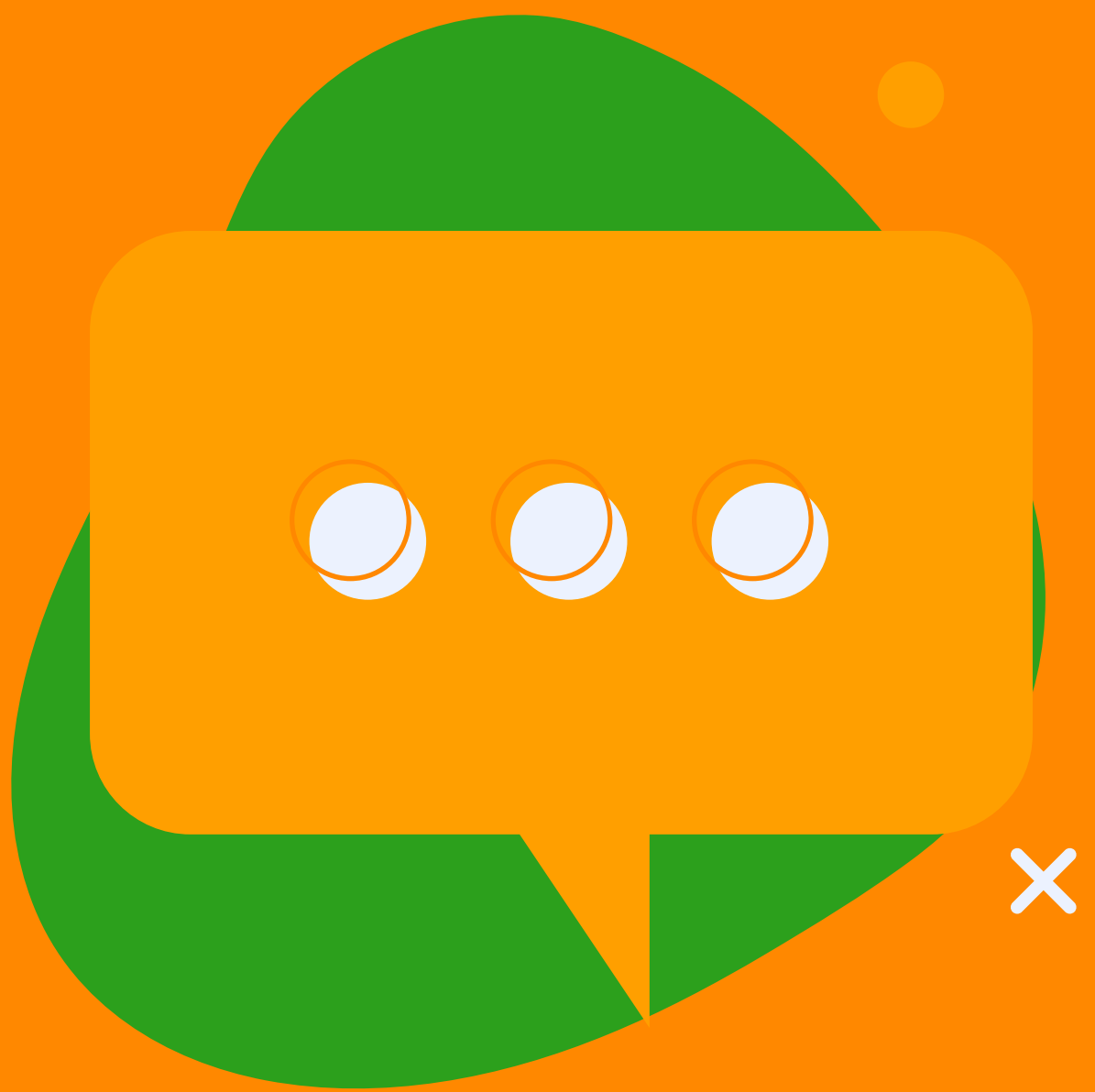
Getting up periodically to refill water, moving around to stretch or just take a short walk will help you keep your body happy, reduce fatigue and help you maintain your overall health.

Do you know of an organization or team that needs support in transitioning to remote work?

We offer remote work solutions and can support the efforts of your team, provide insight into new processes and answer questions to help you transition quickly and easily.



We Offer Remote Work Transition Support



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