# Checklist for Temporary Work From Home Setup

Prepared by: **[Your Name]**

Date: **[Date]**

## 1. Workspace Setup

| Task | Completed |
|------|-----------|
| A quiet and comfortable area designated for work. | ☐ |
| Ergonomic desk and chair set up to support posture. | ☐ |
| Adequate lighting to reduce eye strain. | ☐ |
| Power outlets and extension cords are accessible. | ☐ |
| Minimal distractions (e.g., TV, background noise). | ☐ |

## 2. Equipment and Tools

# Checklist Work From Home Setup

**Victor M. Corman**

**Checklist Work From Home Setup:**

　　Home Office Computing Survival Guide, Second Edition TechRepublic, Incorporated,2004 　　*Windows XP Home Edition!* Sandra Hardin Gookin,2006-02-20 Go beyond the manuals and Help files with this value packed software and book combination that shows you how to optimize and just plain have fun with Windows XP Home Edition Packed with tips and tricks step by step instructions and the most useful software utilities and applications available you ll learn how to get the most out of the latest version of Windows Includes a CD packed with scores of programs tested and approved by an expert author Note CD ROM DVD and other supplementary materials are not included as part of eBook file 　　**Small Office Networking** Techrepublic Staff,2003 　　*Windows XP Home Edition* David Pogue,2004 Explains how to get accustomed to the Windows XP operating system and master its features covering topics such as using menus and control panels networking multiple PCs and finding lost files 　　**Assessment Practices in Preschool Settings** Lynn Ellen Gehrke,2004

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