

# WORKSTATION SETUP CHECKLIST

HARDWARE SETUP		
<input type="checkbox"/>	Computer	Ensure your office computer is functioning properly.
<input type="checkbox"/>	Monitor	Verify that your monitor is correctly connected and at eye level.
<input type="checkbox"/>	Keyboard and Mouse	Confirm your keyboard and mouse are comfortable and functioning well.
<input type="checkbox"/>	Ergonomic Accessories	Utilize ergonomic accessories like an adjustable chair, footrest, or keyboard tray if necessary.
<input type="checkbox"/>	Cable Management	Keep cables organized to maintain a tidy workspace.
<input type="checkbox"/>	Docking Station	Ensure any docking station is connected and working.

LIGHTING AND ENVIRONMENT		
<input type="checkbox"/>	Lighting	Make sure your workspace has sufficient, adjustable lighting to reduce glare and eye strain.
<input type="checkbox"/>	Ventilation	Maintain good airflow in your office for comfort.
<input type="checkbox"/>	Noise Control	Minimize distractions with noise-cancelling headphones or soundproofing if necessary.

CONNECTIVITY		
<input type="checkbox"/>	Internet Connection	Ensure your office has a stable and fast internet connection.
<input type="checkbox"/>	Wi-Fi Signal	Confirm there's a strong Wi-Fi signal in your office area.
<input type="checkbox"/>	Network Security	Use a secure Wi-Fi network with a strong password.

SOFTWARE SETUP		
<input type="checkbox"/>	Operating System	Keep your office computer's operating system up to date with the latest security patches.
<input type="checkbox"/>	Software Updates	Regularly update all software, including antivirus and productivity tools.
<input type="checkbox"/>	Productivity Software	Install the necessary software for your work tasks (e.g., Microsoft Office, collaboration tools).
<input type="checkbox"/>	Backup System	Set up automated backups to prevent data loss.

## ORGANIZATION

<input type="checkbox"/>	Desk Organization	Keep your office desk tidy and well-organized.
<input type="checkbox"/>	File Management	Organize digital files into folders with clear names.
<input type="checkbox"/>	Task Management	Use a task management tool to track tasks and deadlines effectively.

## ERGONOMICS

<input type="checkbox"/>	Chair and Desk Height	Adjust your chair and desk to maintain proper ergonomics.
<input type="checkbox"/>	Screen Position	Position your monitor at eye level to reduce neck strain.
<input type="checkbox"/>	Keyboard and Mouse Position	Ensure your keyboard and mouse are at a comfortable height and angle.

## SECURITY

<input type="checkbox"/>	Password Management	Use a secure password manager and create strong, unique passwords for accounts.
<input type="checkbox"/>	Firewall and Antivirus	Activate and update your office computer's firewall and antivirus software.
<input type="checkbox"/>	Two-Factor Authentication	Enable 2FA for important accounts to enhance security.

## HEALTH AND WELL-BEING

<input type="checkbox"/>	Breaks	Schedule regular breaks to prevent eye strain and maintain focus.
<input type="checkbox"/>	Healthy Snacks	Keep healthy snacks and water available to stay energized.
<input type="checkbox"/>	Exercise	Incorporate regular exercise into your daily routine for physical well-being.
<input type="checkbox"/>	Stretching	Practice stretching exercises to relieve tension, especially during long office hours.

## PERSONAL TOUCH

<input type="checkbox"/>	Personal Items	Add personal items to make your office space more comfortable and inspiring.
<input type="checkbox"/>	Plants or Artwork	Decorate your office with plants or artwork for a pleasant atmosphere.
<input type="checkbox"/>	Inspiration Board	Create an inspiration board for motivation.

**Note:** This checklist can help office employees set up and maintain a productive, comfortable, and secure workspace. Customize it as needed to suit your specific office environment and personal preferences.