

WORK FROM HOME TOOL CHECKLIST



DATE: _____

#	PHYSICAL WORKING SPACE TOOLS	<input checked="" type="checkbox"/>
1	Laptop with the same software used in the office	<input type="checkbox"/>
2	Webcam, if it is not already built into your laptop	<input type="checkbox"/>
3	Business-grade internet access	<input type="checkbox"/>
4	Dedicated space, like a spare bedroom or a corner of the home	<input type="checkbox"/>
5	Desk with chair. If you wish to switch between sitting and standing, you can buy an adjustable standing desk.	<input type="checkbox"/>
6	Computer monitors. If you have space, you can add a second monitor to spread out many open application windows.	<input type="checkbox"/>
7	Keyboard and mouse	<input type="checkbox"/>
8	Noise-canceling wireless headphones with microphone included	<input type="checkbox"/>
9	Double-sided door sign. One side saying something like "Welcome, please knock" and the other "Please do not disturb."	<input type="checkbox"/>
10	Pens and paper	<input type="checkbox"/>
11	Shelving and storage	<input type="checkbox"/>
12	Fans and space heaters	<input type="checkbox"/>
13	Desk lamp	<input type="checkbox"/>
14	Snacks, including water, coffee, tea, fruits, veggies, protein bars	<input type="checkbox"/>
15	Alternative space in case of internet interruptions or noisy house guests. Look for coworking spaces, libraries, bookstores, coffee shops, hotels, and universities in the area.	<input type="checkbox"/>

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#	VIRTUAL WORKING SPACE TOOLS	<input checked="" type="checkbox"/>
1	Productivity suites like Microsoft 365. For example, the platform bundles many apps like email, Word, Excel, and PowerPoint.	<input type="checkbox"/>
2	Cloud file storage, for instance, SharePoint, OneDrive, Google Drive, Box	<input type="checkbox"/>
3	Remote desktop access programs, such as Splashtop Business Access. This program lets you enter your office computer from home and on mobile devices.	<input type="checkbox"/>
4	Virtual Private Network (VPN), like SonicWall. It lets you reach the company network from outside the office.	<input type="checkbox"/>
5	Project Management Software for updating the team with the status of your tasks. These programs include Microsoft Teams, Trello, Asana, and Basecamp.	<input type="checkbox"/>
6	Instant chat to keep up conversations with team members. Check out Microsoft Teams, Rocket Chat, Slack, and Mattermost.	<input type="checkbox"/>
7	Video conferencing apps for running online meetings. Programs available are Microsoft Teams, RingCentral Meetings, Zoom, GoTo Meeting, and Fuze.	<input type="checkbox"/>
8	Cloud-based phone system, such as Microsoft Teams Phones, so you can take company calls in and out of the office.	<input type="checkbox"/>