

Home Office Checklist

Working remotely does not come naturally to most professionals. Blending the lines between home and work has its perks and its challenges. Below is a checklist of items to keep in mind for those new to a work-from-home environment.

Technology

- High speed internet connection
 - A hard-wired ethernet connection ensures that students have a reliable connection to online resources and tools.
 - If hard wiring is not an option, students should ensure their Wi-Fi connection is fast and uninterrupted. This may mean limiting the other devices that are connected to it.
- Phone / Chat / Email
 - Remember that coworkers and managers can't just stop by to check in or chat. Keep an open line of communication and stay connected.
- Updated Web Browser
 - Students should ensure they have the latest updates to their web browser to avoid any access or incompatibility issues.
- Headset or Earbuds
 - Our home workspaces are not always as quiet or "remote" as we need to maintain focus. A good headset or pair of earbuds can help to tune out any distractions and focus on the task at hand.

Study Environment

- Dedicated Study Location / Workspace
 - Many people think that working from home means taking your laptop from the kitchen table to the couch and back. While a change of environment can help boost your energy, having a dedicated workspace sets a clear boundary between your work life and your home life.
- Comfortable Chair
 - After a few days of slouching over your laptop screen on the couch, you'll be dreaming of the days when you were sitting in your comfy desk chair at the office. Invest in a good chair with well thought out ergonomics.
- Good Source of Light
 - A well-lit workspace does wonders for your productivity. Better yet, setting up near a window to get natural light can give you a boost of energy.

Study Supplies

- Training Consultants Book
- Notebook/Notecards
- Highlighter
- Pen/Pencil
- Standard Calculator