

Organized Office Essentials Checklist

Dedicated Office Space

- Clear Work Surface
- Comfortable Seating
- Appropriate Desk size
- Bonus if close to window!
- Good Lighting
- Large Trash Can
- Eye-height screen
- Inspiring Art work

Place for Incoming Mail

- Basket or bin
- Flat so it can hold catalogs & magazines

Place for Outgoing Items

- Large open top basket
- Section of room
- Near door or pathway out

Printing Station: should be close to printer

- Extra Printer paper (store flat)
- Ink Cartridges

Contained Supplies (drawer or cabinet)

- Pens
- Pencils
- Notepads & Paper
- Folders
- Box for received business cards
- Scissors
- Tape
- Paper clips & Binder clips
- Hanging Files

Shipping Station & Communications

- Shipping envelopes / boxes
- Stamps
- Clear packing tape with dispenser
- Business Cards
- Business Stationery

Password Storage

- LastPass, iCloud Keychain, 1Password
- Notebook/ Spreadsheet (Old school but better than forgetting)

Tech Info Folder

- Keep computer, phone, printer, scanner, etc instruction manuals & warranties

Cords & Cables

- Store cords and cables and other connectors for phones, computers, etc. in a clear box with a lid since they are infrequently accessed