

# Desk Setup Checklist

Printable checklist for a clean, comfortable, and productive desk setup.

## Desk & Chair

- Desk fits your space ( $\leq 48$ " for small rooms)
- Desk depth allows monitor at arm's length
- Desk height allows elbows at  $\sim 90^\circ$
- Chair height adjustable
- Lumbar support for lower back
- Seat depth allows 2–3 fingers behind knees
- Feet flat on floor or footrest
- Armrests adjusted or removed

## Monitor & Screen Setup

- Top of screen at or slightly below eye level
- Monitor about arm's length away
- Screen centered to your body
- Monitor tilt adjusted
- Brightness adjusted for room lighting
- Blue light or night mode enabled
- Monitor arm or riser used

## Keyboard & Mouse

- Keyboard directly in front of you
- Keyboard height allows relaxed shoulders
- Wrists in a neutral position
- Mouse at same height as keyboard
- Mouse close to keyboard
- Desk mat or mouse pad for comfort
- Keyboard angle adjusted

## Lighting

- Desk lamp or monitor light bar
- Light placed opposite writing hand
- No glare or reflections on screen
- Adjustable brightness
- Warm light for evenings
- Overhead lighting not casting shadows

## Cable Management

- Cables routed behind desk
- Power bar hidden or mounted

- Excess cable length managed
- Cable clips used
- Cable basket or tray under desk
- No cables touching feet or chair wheels

## **Organization & Productivity**

- Only daily-use items on desk
- Drawer or tray for small items
- Vertical storage (shelf or pegboard)
- Clear space for writing
- Phone placed out of reach
- Water bottle within reach

## **Comfort & Extras**

- Footrest for long sessions
- Headphone stand or hook
- External speakers or quality headphones
- Webcam positioned at eye level
- Plant or calming decor
- Regular breaks scheduled (20–20–20 rule)