

# Home Office Equipment Checklist



**Eileen Roth**  
**Everything in its Place**

# Home Office Equipment Checklist

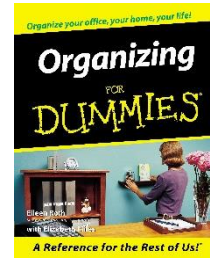
✓	Equipment	Date	Cost
	Desk with drawers (supplies and files)		
	Hutch or Credenza *		
	Computer Stand *		
	Ergonomic Chair		
	Computer or Laptop		
	Monitor (or two)		
	Keyboard (Ergonomic)		
	Under Desk Keyboard Pull-out Tray *		
	Mouse + Mouse pad		
	Color Printer		
	Computer Surge Protector and Cord Wraps		
	Modem and Router (+ Extender if needed)		
	Backup Drives		
	Microphone – Studio Quality		
	Video Camera *		
	Video Light Kit *		
	Cell Phone		
	Business Landline *		
	Wastebasket		
	Paper Shredder		
	3-tier Tray for: copy paper, letterhead, envelopes		
	Bookcases or Bookshelves		
	File Cabinets - for paper files*		
	Bulletin Board or White Board *		
	Wall Calendar *		
	Wall Clock *		
	Table and Chairs for meetings / work area *		
	Desk Lamp *		
	Coffee Warmer Plate *		
	Charging Station*		
	<b>*optional</b>		<b>Keep for taxes</b>



# Everything in its Place®



## Eileen Roth *Your Organizing Tour Guide*



As the author of *Organizing For Dummies*®, Eileen Roth demonstrates how to be more productive, reduce your stress, and save time and money. Eileen named her company Everything in its Place® because she truly believes that you can find a place for everything.

Eileen is a national speaker, trainer and productivity expert in the areas of:

Office Organization  
Time Management

Home Organization  
Student Organization

She helps people learn how to put everything in its P.L.A.C.E.™ This reduces stress and people find things WHEN they need them. In fact Eileen Roth's organizing principles are simple to remember, easy to implement, and maintenance is minutes a day to stay that way.

Eileen Roth's background stems from over 15 years in office and association administration. Clients include corporations, associations, and research facilities such as: Argonne National Labs, Northwest Airlines, the Paper Industry Manufacturer's Association, Wisconsin Bankers Association, ABA-New England and TAP Pharmaceuticals.

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Men's Health

### **Business Publications**

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Event Solutions  
Office Pro  
ASTD's Training & Development (ATD)

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