HYBRID WORK LAB - FREE TO PRINT AND SHARE

# Hybrid Work Setup Checklist

One page, in the order that actually matters: make it work this week, fix what annoys you this month, and only upgrade what your own notes prove after three months.

## Week 1 - Make it work

*Free or nearly free. Do these before buying anything.*

- [ ] **Set the chair first**
  Feet flat, knees roughly level with hips, lower back supported.
- [ ] **Raise the screen**
  Top of the screen at or just below eye level, about an arm's length away.
- [ ] **Split screen and keyboard**
  On a laptop, use a stand plus an external keyboard and mouse, or raise it on books.
- [ ] **Fix the light**
  Face the window or lamp. Never sit with it behind you on calls.
- [ ] **Run a test call**
  From the exact seat you will use: video, audio and Wi-Fi at the same time.
- [ ] **Tame the cables**
  One power strip, one labelled charger per location.

## Month 1 - Fix what annoys

*Change one thing at a time so you know what helped.*

- [ ] **Keep a 2-line log**
  At day's end note what bugged you: neck, wrists, eyes, echo, glare.
- [ ] **Add a break rhythm**
  Stand up and look at something far away every 20 minutes or so.
- [ ] **Decide home vs. office kit**
  Leave a mouse, charger and cable at each desk so you carry less.
- [ ] **Sort out sound**
  Pick one headset or mic for calls and use it every time.
- [ ] **Check your seated time**
  If you rarely change position, plan how you will move during the day.
- [ ] **Write down the return window**
  For anything you bought: date, store, and how long you have.

## Month 3 - Upgrade smart

*Only what your log keeps pointing to.*

- [ ] **Read your log**
  The complaint that repeats most is your next purchase.
- [ ] **Skip the feature you never used**
  If you did not miss it for three months, you do not need it.
- [ ] **Compare before you click**
  Read owner reviews for the two-star complaints, not the five-star praise.
- [ ] **Check the seller**
  Confirm the listing is a new unit, not used or resale, before you pay.
- [ ] **Maintain what you own**
  Wipe surfaces, retighten fittings, replace worn cables and ear pads.
- [ ] **Reset the budget**
  Set aside a fixed amount for the next review, not a random sale.

## If you do end up buying: this is the usual order that pays off

| 1 | 2 | 3 | 4 | 5 | 6 |
|---|---|---|---|---|---|
| **Chair fit** | **Screen height** | **Keyboard + mouse** | **Light + audio** | **Webcam** | **Desk upgrade** |
| or a lumbar support | stand or monitor arm | so the laptop can rise | how you look and sound | last, after the light | sit-stand if it fits |

## My setup notes

What I will change first:

## Review dates

Day 30: ____ / ____ Day 90: ____ / ____

What still bugs me:


General ergonomic guidance, not medical advice. Free to print, share or post for your team.