



Desk Setup

Tech, Software & Office Essentials

Ergonomics & Comfort

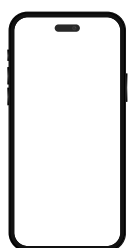
Starter Kit

Working from home offers incredible flexibility, but a poorly set-up workspace can quickly lead to discomfort, distraction, and decreased productivity.

This **Australian Desk Setup Starter Kit** is designed to cut through the noise and provide you with a clear, actionable checklist of everything you need to build a comfortable, efficient, and inspiring home office.

We focus on products and solutions available in Australia, with real AUD pricing considerations, so you can build a setup that truly works for you.

Let's get started on creating a workspace you'll love!



The Desk Setup

Your foundation

Your health and comfort are paramount. Investing in ergonomic essentials prevents pain and boosts focus.

Ergonomic Office Chairs

Adjustable Lumbar Support: Moves vertically to support your lower back

Seat Depth Adjustment: Allows you to sit with your back against the backrest and leave a finger's space behind your knees.

Adjustable Armrests: Move up, down, in, and out to keep your shoulders relaxed.

Breathable Material: Especially important for Australian summers. Particularly those options with a mesh back and/or seat.

Sturdy Build & Warranty: Look for at least a 3 year warranty. 5+ years is ideal for more expensive/ long term investment.

Sit/Standing Desks

Dual Motor Lift: Ensures stability at standing height and smooth transitions.

Checklist



Your chair is important, make sure you're comfortable and ergonomically supported



Desk setup right for you - either a fixed or sit stand option thats easy to use



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Sit/Standing Desks - cont

Programmable Height Presets: Save your ideal sitting and standing heights for one-touch adjustments.

Weight Capacity: Needs to be sufficient for your monitor and accessories.

Lifting Speed: Aim for XX mm/sec or faster for efficient transitions.

Anti-Fatigue Mat

Cushioned Support: Reduces strain on feet, legs and back when standing

Durable Material: Withstands daily use.

Checklist



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External Monitors

Monitor Size: Multiple sizes on the market with single, dual and multi-screen options available. Size is dependant on your needs.

IPS Panel: Accurate colours and wide viewing angles.

Reduce eye strain: Flicker free and low blue light models

Monitor Arm: Frees up desk space and allows optimal monitor repositioning.

Keyboard & Mouse

Ergonomic Design: Reduces hand and wrist strain.

Wireless Connectivity: Reduces cable clutter

Checklist



Invest in a monitor suitable for your working needs. A large monitor or second screen is a good way to increase your visual working area



Choose ergonomic products to reduce strain



The Desk Setup

Productivity & Focus

Beyond the physical setup, the right tools and environment can significantly enhance your productivity.

Noise-Cancelling Headphones

Effective ANC: To block out household or environment distractions

Clear Microphone: Essential for video calls. Look for business-grade models

Comfort: For all-day wear

Battery Life: 25+ hours for full workdays

Proper Lighting

Natural Light: Position your desk near a window if possible

Desk Lamp: Adjustable brightness and colour temperature to reduce eye strain

Checklist



Invest in good quality noise cancelling headphones for video calls and focus



Lighting is important - natural light is ideal



The Desk Setup

Productivity & Focus

Beyond the physical setup, the right tools and environment can significantly enhance your productivity.

Cable Management

Cable ties and sleeves: To bundle and organise and minimise messy cables

Cable Tray / Spine: To hide cables under your desk

Power Board with Surge Protection: Protects your electronics

High-Speed Internet

Reliable connection: Essential for video calls and cloud-based work

Back-up Option: Consider a mobile hotspot for emergencies.

Checklist



Invest in cable management to keep everything organised



The right internet is critical and minimises downtime



The Desk Setup

AI Tools

AI tools can automate tedious tasks, boost creativity, and save hours every week. Start with free options and upgrade as needed.

AI Tools

ChatGPT, Claude or CoPilot (or similar LLM): Free and paid versions available. Use from drafting emails and summarising documents to more complex tasks.

Canva: For creating presentations, social graphics and brand elements. Free and paid versions available with AI tools incorporated.

Notion (or similar): Used for notes, project management, knowledge base, and task tracking. Notion AI is used for AI writing, summarisation and workplace Q&A.

Reclaim.AI (or similar): Automated scheduling of tasks, habits and focus time around meetings. Rearrange your calendar to create blocks for deep work.

Granola.Ai: Automates summaries with action items from video calls. Eliminates manual note taking.

Checklist



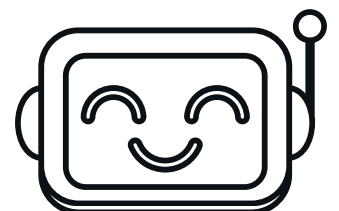
Use AI tools to automate low value or repetitive tasks



Explore options based on your workflow and requirements



Test using the free options available



The Desk Setup

Personalisation & Inspiration

Your workspace should reflect your personality and inspire you. Small touches can make a big difference.

Personalisation

Desk Plants: Adds greenery and improves air quality.

Personal Photos/Decor: Makes your space feel more inviting.

Printable Wall Art: Affordable way to add personality and motivation.

Scent Diffuser/Candle: Creates a pleasant atmosphere.

Comfortable Mug/Water Bottle: Stay hydrated and focused.

Checklist



Bring the outside in



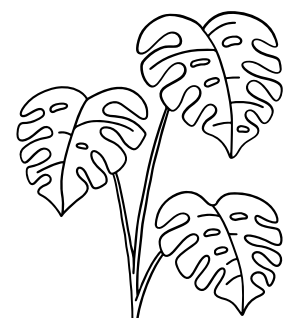
Decorate with your favourite things



Add some wall art or a favourite scent



Keep a mug or water bottle close by



This kit provides a foundation to get you started. Remember, your home office is a dynamic space that should evolve with your needs. Start with the essentials, then gradually upgrade and personalise as your budget and preferences allow.

**For reviews,
comparisons and more
tips, visit us at
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