

The Workflow Guide: The Complete Home Office Toolkit

10 tools worth actually buying, picked by category — with real setup steps, not just a spec sheet

Introduction

Most "office setup" lists are padded with filler and stop at "here's a link." This one doesn't — it's 10 categories where the right tool makes a real difference (audio, light, camera, control, security, ergonomics), one pick per category, and for each one: why it's there and exactly how to set it up so it actually earns its place on your desk.

1. Shure MV7+ — Audio



USB-C and XLR dynamic microphone with auto level mode and a digital pop filter. OBS-certified, and it works straight out of the box — no separate audio interface required to get a clean recording.

How to use it: Connect via USB-C directly to your computer — the XLR port is only worth using if you already own a mixer. Position it 4-6 inches from your mouth, slightly off to the side rather than straight on, to cut plosives without a separate pop filter. Turn on Auto Level Mode in the MOTIV app if you don't want to ride gain manually.

[Check current price →](#)

2. Elgato Key Light — Lighting



App-controlled brightness and color temperature. The fastest fix for washed-out or dim video on calls and recordings, regardless of what the room lighting is doing.

How to use it: Clamp it above and slightly in front of your camera, angled down at roughly 45° — not behind you (backlighting) or straight at your face (flat, harsh light). Match color temperature to your room's ambient light (most home offices sit around 4500-5000K) so your face doesn't read orange or blue on camera.

[Check current price →](#)

3. Razer Kiyo Pro Ultra — Camera



4K webcam with a large sensor and auto light correction, plus a built-in mic and physical shutter. Works with OBS, Xsplit, Zoom, and Teams without extra drivers.

How to use it: Mount it on top of your monitor at eye level, centered — not tilted up or off to the side. It's selected automatically as a USB video source in OBS/Zoom/Teams. If you're backlit by a window, enable auto light correction in Razer Synapse instead of fighting the room's lighting.

[Check current price →](#)

4. Elgato Stream Deck MK.2 — Control



15 programmable keys for scene switches, mute toggles, and app shortcuts. Replaces reaching for a keyboard shortcut mid-call with a single press.

How to use it: Start with three keys: mic mute, light toggle, and one OBS scene switch (if you use OBS). It's not OBS-only — it has direct plugins for Zoom and Teams too. Use a Multi Action key to chain steps together, like muting your mic and switching scenes with a single press.

[Check current price →](#)

5. NordPass — Password Manager



Encrypted password storage with autofill and breach monitoring, synced across devices. The actual fix for reused passwords, not just a reminder to stop reusing them.

How to use it: Install the browser extension and phone app first — that's what makes autofill and syncing work. Use the built-in importer to pull in passwords already saved in your

browser, then turn on breach monitoring so you're alerted if one of your accounts shows up in a leak. Use the generator for every new account instead of reusing a password.

[Learn more →](#)

6. NordVPN — Privacy

Encrypts your network traffic — worth having on shared or public Wi-Fi, co-working spaces, or anywhere you don't control the network.

How to use it: Turn on the kill switch in settings so your traffic doesn't leak if the VPN connection drops unexpectedly. Connect before joining any public or shared Wi-Fi, not after. For everyday use, pick a server close to your real location for the lowest latency — only switch regions when you specifically need to.

[Learn more →](#)

7. FlexiSpot E6 MAX Bamboo Standing Desk — Desk



Electric height-adjustable desk with memory presets. Lets you actually alternate sitting and standing through the day instead of just intending to.

How to use it: Save two or three height presets right away — seated, standing, and a mid-point — so switching is one button press, not a manual adjustment every time. Aim to alternate every 30-45 minutes rather than staying in one position all day. Keep your monitor at eye height in both positions, which usually means re-checking monitor arm height once you've set your desk presets.

[Check current price →](#)

8. BenQ ScreenBar Pro — Monitor Lighting



Clamps to the top of your monitor instead of taking up desk space, and auto-adjusts brightness to the room and what's on screen.

How to use it: Clamp it to the top of your monitor angled down toward your desk, not toward your face — angled at you, it causes glare instead of preventing it. Turn on the auto-dimming sensor so it adjusts through the day instead of needing to be reset every morning and evening.

[Check current price →](#)

9. Logitech MX Keys S Combo — Keyboard & Mouse



Wireless keyboard and mouse combo that pairs across multiple devices, with quiet low-profile keys built for long typing sessions.

How to use it: Install Logi Options+ to unlock the multi-device features — Easy-Switch lets you jump between up to three paired devices with an Fn+number shortcut, and Flow lets you control multiple computers with one keyboard and mouse (even copy-paste across them) if you work across a laptop and desktop.

[Check current price →](#)

10. Roost V3 Laptop Stand — Ergonomics



Folds down to roughly the size of a pen for travel, and raises a laptop screen to eye level to cut down on neck strain during long sessions.

How to use it: Pair it with a separate external keyboard and mouse — raising the laptop without one just moves the typing angle further from your hands and makes ergonomics worse, not better. Set the height so the top of the screen is roughly at eye level, which for most people is higher than feels natural at first.

[Check current price →](#)

Putting It Together

You don't need all 10 at once. Start with whichever category is your actual bottleneck right now — bad audio and bad lighting are usually the two that make the biggest difference fastest, and they're both fix-once problems: get the position and settings right one time and you're done.

Security (NordPass, NordVPN) is worth doing early too, since it's the one category here that isn't about how you look or sound — it's just exposure you're carrying until you fix it.

Ergonomics (desk, stand) matters most if you're already feeling it — sore neck or back is the signal, not a fixed timeline.

The Workflow Guide publishes independent reviews and workflow guides for remote workers, content creators, and small teams. This guide contains affiliate links — we may earn a commission at no additional cost to you if you buy through them.

Visit us at: <https://theworkflowguide.com>