

# DESIGN UPGRADES: Optimize Your Workspace



*Motivate employees by creating an atmosphere of design inclusion for the new and improved space. Support their enthusiastic attitude by sharing your excitement.*

Maximizing efficiency is always on the corporate agenda. The best place to start is your office design, where productivity and employee wellbeing begin.

Taking the time to optimize your workspace into a place where impact can be made within your brand environment is a significant player for productivity. Office managers are realizing the importance of creating a workspace that sparks creativity, flourishes with efficiency and keeps employees happy.

Company growth happens, whether your office is large or small. There are always adjustments that can be made to create a more efficient work environment. Even if you lease, there are opportunities to make the space your own through colorful innovative furnishings and technology. We have a few solutions:

## Promote Positive Change

Motivate employees by creating an atmosphere of design inclusion for the new and improved space. Support their enthusiastic contributions by sharing your excitement about the process and their input. Get feedback from everyone involved and remain approachable throughout the process.

We like to meet with our clients regularly to discuss each step of the space planning process. This keeps us all on the same page with creating the new vision. We also recommend holding a company meeting to keep your team motivated.

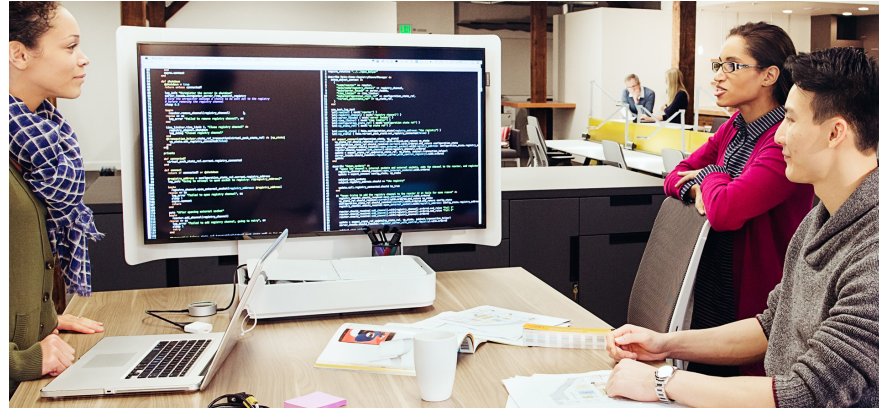
©2018 Office Furniture NOW!

# DESIGN UPGRADES: Optimize Your Workspace

*An optimized workspace must take into account the day-to-day operations of an organization and how, when and where people work within the environment.*

## Make It Personal

Space planning should allow workers to individualize their work environment. Ask yourself, how and where this can happen and create a dialog among your team to facilitate some personality into their workspaces. This kind of consideration creates a sense of ownership that is critical to productivity and loyalty, and creating a space where employees thrive.



## Design for Daily Operations

An optimized workspace must take into account the day-to-day operations of an organization. Where will departments be located? How will people within each department interact? If your marketing department interacts with sales on a regular basis, you wouldn't want to place the two departments on the opposite side of the building. Considering these types of things in advance will ensure a layout that helps increase the productivity and efficiency for each department.

## Allow For Growth

In any design, leaving room for a company to grow is mandatory. Consider the projections for future outlook and how rapidly growth will happen. How soon will the company need to accommodate more employees? What sector encounters the most change in growth, up or down? How can staff fluctuations be accommodated? Reducing costs is usually a motivator in utilizing a space more efficiently. Creating an space that embeds planning for growth can help you develop an agile workspace that can continually change to meet your needs.

©2018 Office Furniture NOW!

# DESIGN UPGRADES: Optimize Your Workspace

*Incorporating adequate storage is important for any successful design.*

*Be sure to consider all storage and filing needs in the beginning of a space planning project.*

## Incorporate Adequate Storage

Each company has its own unique storage requirements. A legal firm will have very different needs from that of a medical office. In both cases, storage and filing is a crucial part of the workflow and plays a central part in the space planning. Incorporating adequate storage is important for any successful design. Be sure to consider all storage and filing needs in the beginning of a space planning project. Leaving it until the end can create an awkward space, or worse, not enough space. Finding creative ways to conceal storage can be a great design opportunity.



## Provide Hot-Desking Options

Hot-desking removes traditional desks to save space. Instead of using desks or cubicles, large communal desks and other spaces are used. Much like the coworking environment, these are assigned each day on a first come first served basis. From folding tables and laptop tables, there are a plethora of space-saving options that can accommodate telecommuters, clients and digital nomads who like to wander around the office to work.

## Rethink Corridors

Good office design makes functional use of every space in the office. From corridors to staircases, in an agile office every space should be cross-functional for impromptu meetings and hot-desks. Corridors can do more than just display artwork. They can double as meeting hubs, accommodate built-in concealed storage and provide connection points. Forward-thinking

©2018 Office Furniture NOW!

# DESIGN UPGRADES: Optimize Your Workspace

*Most of these things may seem commonplace, but office design specialists and space planners are constantly adapting and reinventing how workspaces function to optimize every square inch of the environment.*

companies are using previously neglected spaces for productivity-boosting activities such as phone booths for making calls away from the hustle and bustle of the main office area.

## Encourage Sit-Stand Desks

If space is limited, sit-stand desks are invaluable for productive working. Not only do they aid health benefits by increasing standing, but they can be extremely useful for impromptu meetings within an office space. Standing together at one computer screen can be far more comfortable than huddling around the screen on chairs.



## Incorporate Quiet Zones

One area that is being addressed in a variety of creative ways within the open plan environment, is personal space. With the hive of collaboration and creativity there is often an undercurrent of noise. Some tasks require work in quiet, isolated areas. By creating designated quiet zones your team has options that can alleviate a lot of frustration.

Most of these things may seem commonplace, but office design specialists and space planners are constantly adapting and reinventing how workspaces function to optimize every square inch of the environment. Office furniture manufacturers are developing more and more ergonomic seating and transitional furnishings to keep ahead of a rapidly evolving work culture that is cross-generational and vibrant.

We've got solutions and planners ready to tackle your challenge.

©2018 Office Furniture NOW!