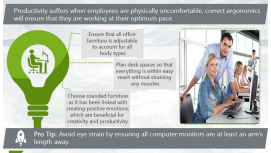
PLANNING A PRODUCTIVE WORKSPACE

Office design that works as hard as you do!

Adopting good office layout principles will help your business thrive. By using these simple design tips you will not only maximise your office space but you can also increase worker productivity!

ERGONOMICS

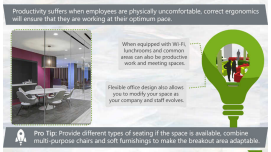
Productivity suffers when employees are physically uncomfortable, correct ergonomics will ensure that they are working at their optimum pace.



Pro Tip: Avoid eye strain by ensuring all computer monitors are at least an arm's length away.

EMBRACE INFORMAL BREAKOUT AREAS

Productivity suffers when employees are physically uncomfortable, correct ergonomics will ensure that they are working at their optimum pace.



Pro Tip: Provide different types of seating if the space is available, combine multi-purpose chairs and soft furnishings to make the breakout area adaptable.

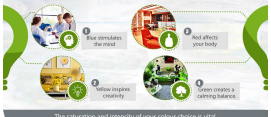
REMEMBER THE 3FT RULE

The 3ft rule boosts productivity by ensuring that employees have enough space to focus on their work tasks.

Pro Tip: Go with the flow. Arrange the office so that it is in line with the natural traffic flow.

EMBRACE COLOUR

Colour has long been proven to affect people's productivity at work.

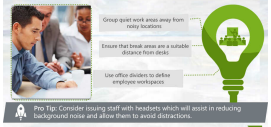


The saturation and intensity of your colour choice is vital.

Pro Tip: If you can't change the colour of your whole office, opt for accents so that different teams are surrounded by the colours that will best suit their type of work.

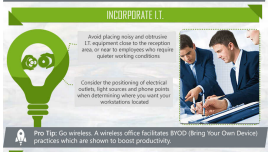
GROUP YOUR STAFF BY PERSONALITY

If at all possible try to seat your employees among similar personalities to allow for more effective and productive spaces.



Pro Tip: Consider issuing staff with headsets which will assist in reducing background noise and allow them to avoid distractions.

INCORPORATE I.T.



Pro Tip: Go wireless. A wireless office facilitates BYOD (Bring Your Own Device) practices which are shown to boost productivity.

CONTAIN CLUTTER

A clutter-free workspace will greatly increase productivity and organisation.

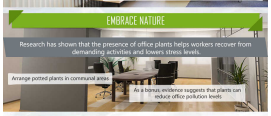
Pro Tip: If you are going to go paperless remember to back up your files.

LOVE LIGHT

Letting in a lot of natural light increases productivity, energy and creativity.

EMBRACE NATURE

Research has shown that the presence of office plants helps workers recover from demanding activities and lowers stress levels.



WHAT THE EXPERTS SAY

Emerson Spartz

"Having gone through several office redesigns, I've seen first-hand just how much design preferences can vary person to person. Some prefer bench seating, some prefer private offices. Some prefer couches, some prefer desks. Some prefer whiteboards, some prefer projectors. The only one-size-fits all approach is to have a variety of different options to facilitate different collaboration situations."

Derek Sheridan

"A great way to support collaboration and productivity is to support location batching — the idea that people accomplish more when they are close to others working on the same or related workstreams. Take that to consideration. Obviously, quiet areas, phone booths for phone calls, beanbags for reading, etc. Encourage the team to move around as their tasks demand, which helps them focus."

Avram Schwartz

"It's very easy to be in an impromptu meeting at someone's desk and for them to be a distraction — a piece of paper that reminds you of a task you need to do or an email that pops up. Maintain a clean space in the middle of your office where people can sit and meet. Fewer distractions allow for more focus and better collaboration."

Mitch Gordon

"Titles aren't important in a startup — that tone needs to be set from the beginning. Having the founder walled off in his own office is a poor example to the team. Startups need a flat hierarchical structure where everyone's opinion matters and the entire team feels respected and valued. If your new hire is sitting right next to you, it can only help collaboration and accountability."

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