

# 10 TIPS FOR FLEXIBLE OFFICES

Good work starts with a good workspace. Setting up your space to attract and support workers with different needs and wants has never been more important. Use these 10 tips to configure a workplace that employees of all work styles will find inviting and productive:


**1 ACCOMMODATE DIFFERENT WORK STYLES**  
Promote flexibility and choice by designating different areas and types of workspaces for brainstorming sessions, team meetings and individual work.



**6 PROMOTE WELLBEING WITH QUIET ZONES**  
Offer areas where employees can focus on tasks without disruptions. Clearly communicate and enforce guidelines regarding noise levels and distractions.




**2 OFFER ALTERNATIVE WORKSPACES**  
Cater to different preferences with standing desks, collaboration pods, or outdoor seating areas, letting employees choose the environment that's best for them.



**7 ALLOCATE SPACE FOR AD HOC MEETINGS**  
Set aside areas specifically for ad hoc meetings or impromptu discussions to promote creativity and encourage spontaneous collaboration.



**3 PRIORITIZE ERGONOMICS**  
Ensure workspaces are designed for comfort and safety. Provide standing desks, adjustable chairs and monitor risers to promote employee well-being and productivity.




**8 DON'T OVERLOOK ACCESSIBILITY**  
Use universal design principles to create spaces that are accessible and usable by all individuals, regardless of their abilities or challenges.




**4 INTRODUCE DESK NEIGHBORHOODS**  
Organize desks in groups based on departments, teams or projects to foster a sense of community and promote collaboration among team members.



**9 ENABLE HYBRID TOOLS**  
Offer technologies to facilitate seamless collaboration between in-office and remote employees. At home and in-office experiences should mirror each other.



**5 ENCOURAGE DYNAMIC SEATING**  
Ask people to experiment with different seating arrangements for increased cross-departmental cooperation, knowledge sharing and spontaneous idea exchange.



**10 ENCOURAGE SHARED RESPONSIBILITY**  
Emphasize the importance of keeping shared areas tidy, returning equipment to designated areas and reporting any maintenance issues promptly.



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