

# 12 WAYS TO STREAMLINE SPACE BOOKING

As flexible workspace becomes the norm, user-friendly reservation systems are crucial for a happy and productive work environment. Use these tips to optimize and streamline the space booking experience:



1. **USE A CENTRALIZED SYSTEM:** Establish a central booking or calendar system for all rooms, desks and other shared spaces. Make sure it easily integrates with external schedule display and booking tools.



2. **INVEST IN SMART TECH:** Explore smart technologies and software solutions. From BYOD booking on smartphones to digital signage, these tools simplify booking and provide real-time availability updates.



3. **UTILIZE OFFICE HOTELING:** Let people reserve desks or workstations for short timespans using a calendar or reservation system. This guarantees them a workspace, even if they don't have a permanent desk.



4. **EMBRACE HOTDESKING:** Allow employees to choose an available desk or workspace based on their needs for the day, without a reservation in advance. Encourage employees to arrive early to secure their spot.



5. **CREATE RESERVATION TIME BLOCKS:** Establish default time blocks in 15-minute increments for space reservations to optimize resource allocation and avoid long bookings for short meetings.



6. **ESTABLISH PRIORITY-BASED BOOKING:** Support critical tasks with priority bookings. Define criteria, such as seniority, project urgency or departmental requirements, to maintain fairness and productivity.



7. **PROMOTE SHARED CALENDARS:** Encourage employees to share their digital calendars, enabling others to see their availability and book meetings accordingly. This transparency minimizes booking conflicts.



8. **IMPLEMENT REMINDERS:** Send automated reminders to confirm space bookings, helping to reduce no-shows and optimize resource utilization.



9. **ESTABLISH BOOKING POLICIES:** Develop and communicate clear guidelines to maintain fairness and avoid conflicts. Establish rules on booking duration, cancellation policies and amenities for shared spaces.



10. **PROVIDE TRAINING:** Ensure everyone is trained on your reservation system, booking tools, and the tech and amenities in each space so they can be comfortable and efficient wherever they're working.



11. **LEVERAGE ANALYTICS:** Gain insights into space booking and utilization trends and occupancy rates, and identify areas that require adjustment, such as reworking layouts or allocating more resources to high-demand spaces.



12. **FOSTER A CULTURE OF FEEDBACK & ADAPTATION:** Regularly gather feedback from employees regarding the spaces you offer and the space booking process. Create channels for suggestions and improvements.



Transform the way your **organization collaborates.**

For more information about **space booking solutions**, contact us.

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