



## Inexpensive ways to spruce up your office

Smartening up your office doesn't have to break the bank; it's usually the little things that make a huge difference... To help you we've put together a few tips on how to spruce up your workplace on a budget.

**Add a lick of paint** – As well as affecting our moods, it is said that colour also has an impact on our perception of space; the lighter the shade the more spacious an area will appear... But, you don't have to cover every wall in the same colour; paint the majority of the walls in a neutral colour and add feature walls in a different shade for impact.

**Furniture** – Where possible re-use existing pieces, but, if you need new furniture, purchase wisely. Don't spend huge amounts of money on furniture you don't need, for example; buy only key pieces and/or change the colour of certain items, to give a different look to the space.

**Lighting** – Wherever possible utilise natural light, move workstations so that they are nearer to windows. If that is not an option, introduce inexpensive task lighting to individual desks to brighten the space.

**Artwork** – Pictures or paintings filled with colour are perfect for brightening up any workplace. Consider matching artwork to the company branding for a more professional look.

**Unsightly cables** – Even with the growing trend towards wireless technology within the workplace, there is still a requirement for cables to deliver power and data directly to desks. Organise these trailing cables with the help of a simple cable management system.

**Go green** – Adding plants to a working environment can completely alter how a space looks, they brighten a room and make it feel welcoming. Large plants can also be used to separate areas, reducing the need to use screens or even walls.

**De clutter** – Clear out any unused or broken equipment to make space. Discard, recycle or archive documents and other items you no longer need. Make better use of current storage units rather than purchasing new.

**Flooring** – Is it beyond repair or do your carpets just need shampoo? Make any repairs to flooring where required, if you're unable to mend it, think about replacing it with inexpensive carpet tiles or vinyl flooring.

**Notice board** – The office notice board is a good way to display important employee information, eliminating the need to send memos and use post-it-notes. Install it in a central location and decorate it in an eye-catching way. The more striking your display, the more attention it is likely to receive.

**Breakout area** – Introduce a place where staff can go to unwind, eat their lunch or to simply get away from their desk for 5 minutes. You could easily transform an unused office or space within the workplace with the use of surplus furniture.

Remember, a well designed and furnished office can improve morale amongst staff by making it a great place to work and give a great first impression to visitors.

But, if you're unsure about what best suits your business and/or need any help in sprucing it up, feel free to contact us for a no obligation consultation.