

Have a **de clutter**. If you don't use it on a regular basis, discard, recycle or archive it! This goes for paperwork, furniture and equipment.



**Redesign** your office. Arrange the workspace in-line with traffic flow. Position workstations and equipment so that they encourage communication.

Invest in ergonomic **furniture**. Good quality furniture has proven to stimulate productivity and reduce the number of sick days.



Let in natural **light**. Where possible every employee should work in a space with some element of natural light, not only will this help staff be more productive it could also help to reduce energy bills.

Introduce a **breakout area** to your office. This will provide a place away from the desk which can aid creativity, they are also said to encourage communication and interaction amongst staff.





An office interior can look stunning and have all the latest gadgets, but if the **heating and ventilation** needs are not met it could affect the productivity of you and your staff.

In order to create an efficient workspace you need to identify sources of **distraction** and remove these. If noise is a problem try reorganising desks or introducing booths for private telephone conversations.



The amount and type of **storage** in a workplace should be carefully considered. By replacing your old filing cabinets with a storewall or tambour units you can have storage solutions that not only look good, but that maximise every bit of space.

Workplaces can benefit from an injection of **colour**, experts believe that certain colours can affect our mood and behaviour. Choose a colour scheme which compliments your business, you could even use furniture to add colour to the space.



If you want your office to be more productive evaluate your IT systems on a regular basis. If possible take full advantage of any applicable new **technology** and equipment.