

DESIGNING AN EFFICIENT WORKSPACE



When searching for furniture for your workspace, it is important to consider its purpose – which will be decided by the nature of the tasks to be completed. It is best to look for product solutions that have been designed and engineered to help make your workspace more productive.

Observe how your work flows through your office on a typical day. It is likely that you'll uncover a number of distinctive and repetitive task patterns. Once these patterns have been identified, organize them according to their intended and frequency of use.

1. Establish your work flow, then, design the essential elements to meet your requirements.
2. Evaluate your current office set-up – what is working for you and what is not?
3. Keep in mind other related tasks in your planning.
4. Try to place tasks that are performed regularly within arm's reach.
5. Depth of the worksurface depends on the task and equipment used to perform them.
6. Code files into categories by how frequently they are accessed - daily, weekly, monthly or archive to determine how much filing space is required at the desk.

Other considerations would be degree of privacy or collaborative needs, seating, storage needs, ergonomic considerations. These factors, and others, will determine the furnishings you eventually select.

*Information provided with the assistance of Global Total Office.

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