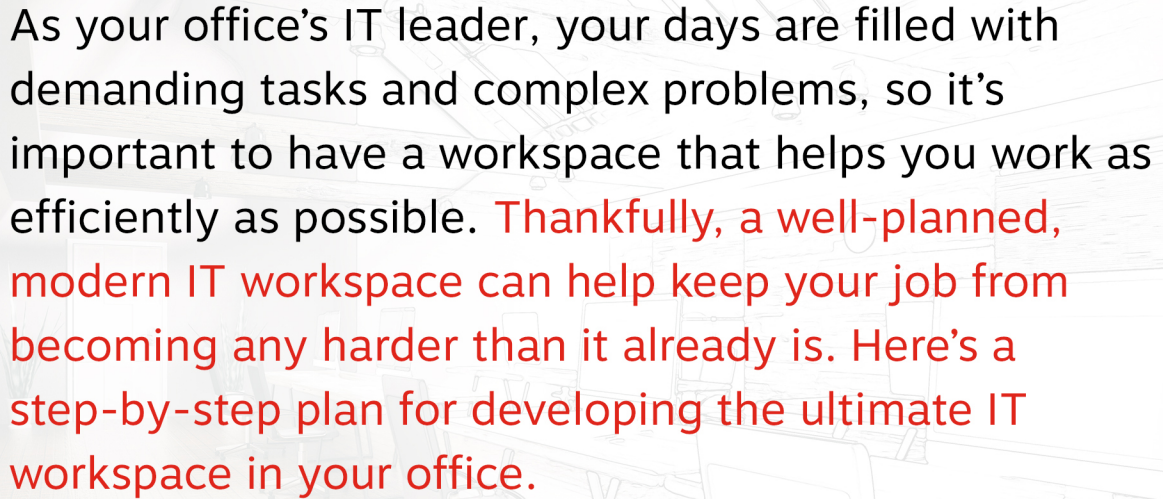# Create the Ultimate
IT Workspace

Staples™

As your office's IT leader, your days are filled with demanding tasks and complex problems, so it's important to have a workspace that helps you work as efficiently as possible. Thankfully, a well-planned, modern IT workspace can help keep your job from becoming any harder than it already is. Here's a step-by-step plan for developing the ultimate IT workspace in your office.

CONTINUE TO **STEP 01**

Plan your project

Every office has a **different budget and amount of space** to work with for its IT department, so measure your space and take inventory of your needs. This will help you prioritize what parts of your IT workspace should be addressed first, based on what it currently lacks.

Take it to the table

Once you've analyzed your current space and abilities, it's time to add a table and desks. For individual IT work, **height-adjustable desks** easily accommodate various types of IT projects and provide ample space for multitasking. Tie the space together with a long **standing-height table** to serve as a central location for repairs and updates.

Keep it casual

To make your space more approachable to all employees, add a more casual soft seating area with **lounge furniture** and a **coffee table**. This space is perfect for laptop orvtablet work, one-on-one meetings or taking a quick coffee break to recharge.

Save room for storage

To keep desks from getting too cluttered with the tools and technology needed for various projects, provide locking **file cabinets** for personal storage. Add communal **secured storage stations** for valuable IT equipment and **open storage carts** to keep day-to-day supplies organized and easily accessible. No more lost chargers or cables!

Add all
the Essentials

Now that the space is all set up, it's time to sprinkle in desk essentials, like hard drives and comfortable desk chairs, and helpful accessories, like ergonomic keyboards and hands-free headsets. Keep the space alive with stylish light sources to provide brightness and mobile whiteboards for brainstorms and organization. It's also critical to equip the area with appropriate power outlets, charging stations and USB hubs to meet basic tech needs.

CONTINUE TO LEARN MORE

Looking to take your IT workspace to the next level? We can help. Visit us at Staples or give us a call at 1-844-243-8645 to learn more.