



# Create a more flexible workspace.

MAKE THESE UPDATES TO PREPARE FOR CHANGE.

## IF YOU'RE FACED WITH...

too many people and not enough space

### YOU'LL NEED...

to help people work in close quarters, comfortably

- Install workstations with universal component parts that can be merged or separated as needed — to switch from individual desks to group tables, for example. Then people can work solo or in groups.
- Select rectangular or modular furniture rather than L-desks designed for right-handed or left-handed people. Basic shapes make it easier to move and join pieces.
- Divide big meeting rooms into smaller meeting rooms. Most meetings are for just a few people, so if the room holds 10 or 12, that's a waste. Partitions will help more people schedule needed meetings.
- Give employees the opportunity to work remotely. You'll clear space in the office and offer the perk of a more flexible schedule.

## IF YOU'RE DEALING WITH...

employees who feel stuck at their desks

### YOU'LL NEED...

to build movement into the workday and help people feel energized

- Offer sit-stand desks for individuals. This gives people the option to choose their position while working — good for physical and mental health.
- Purchase workstations that can swivel, either to face different directions or to join and form a table. This encourages greater collaboration.
- Install standing tables. People meet more efficiently by standing at a high table rather than sitting in a conference room — and there's a bonus energy boost.
- Encourage outdoor and walking meetings, which stoke creativity by getting people out of the office and into nature. A change of scenery often can mean new ideas and enhanced problem solving.

## IF YOU'RE DEALING WITH...

too much space, which can feel isolating

### YOU'LL NEED...

a compelling purpose for the extra square footage

- Put tables for group work in the unused area, or turn it into a lounge to inspire community.
- Build a wall or divider to separate the empty space and sublease it to another business, adding to your bottom line.
- Sell unneeded furniture. Tap into the resale market for office furniture and use the proceeds to reimagine the space for something useful or fun.

Find more ideas for a more flexible workspace at [staples.com/resources](https://staples.com/resources).