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Maximizing Your Office Space for Better Productivity by Blake Mitchell

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Your office space is an important factor that can influence your employeeâ€™s productivity and morale. A small office space with poor interior arrangement and design doesnâ€™t give off a professional atmosphere. It can drive away potential clients and decrease staff motivation.

Simply organizing desks, cubicles, equipment, and supplies in the office can make a big difference. But how do you know the right place to put your stuff? Office space planners are helpful when it comes to arranging and setting up an office. However, if you donâ€™t want to spend extra cash on a plannerâ€™s service, there are also some ways for you to maximize your office space and increase productivity.

Set Up Multipurpose Rooms. When every available space needs to be used, creating multipurpose rooms is a good idea. This means that one room can serve as both the lunch room and the meeting room. Set time periods or schedules as to when the room can be used for a certain function. For example, a room can serve as the lunch room from 12:00 NN to 1:00 PM, and the meeting room from 2:00 PM to 5:00 PM. Create an online booking program to avoid conflicts between staff members that need to use the room.

Use Technology. Based on the US Census Bureau in 2007, Reston, Virginia has the largest economic activity when it comes to â€œprofessional, scientific and technical services.â€• Reston VA office space planners recommend using electronic storage devices for storing files instead of compiling folders and boxes of business documents. Some offices also make use of virtual conferencing instead of making space for conference rooms. Virtual tools save energy and time when it comes to sharing information in the office.

Clear Clutter and Junk. Your Reston VA office space must be junk and clutter free. Old boxes, filing cabinets, and useless printouts occupy space that could otherwise be used for more important things. Making a policy about clearing desks can help prevent employees from accumulating clutter on their desks. Trash bins must be supplied for every five desks to make throwing out trash and emptying bins easier.

Use Compact Furniture and Equipment. A Reston VA office space that isnâ€™t too big can make use of multifunction equipment. There are several printers that have fax, scanning, and copying capabilities. It is better to use a single machine that serves several purposes than buy separate machines that will only occupy more space. At present, more and more compact furniture are made to maximize space. For example, L-shaped desks save more space than rectangular ones. If you want to read more about making the most of your office space, just visit director.co.uk.

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