Are you ready to redesign your office space but don’t know where to start? By planning your space strategically, it can help foster collaboration, communication and increased productivity in your organization. Use the following steps to efficiently and effectively begin planning your office.
Before you dive into your office design project, pull out your measuring tape. Knowing the specific dimensions of your space will inform your decisions for the rest of your project, especially once you begin choosing specific furniture pieces and wall colors.

Plus, it’ll help your local HON Connect dealer assist you.

Whether you are planning an open office, collaborative space or a small private office, make sure you are clear about the goals of your redesign. Are you trying to make your office look bigger? Are you trying to shift the culture of your office environment? No matter your goal, the steps that follow will be easier if you are clear about what you want to achieve.

Unclear about your goals? Talk to your local HON Connect dealer to gain clarity.
Before you begin adding furniture to your space, decide if you want to paint it. According to Trulia, if you’re looking to make your workplace look larger than it is, you may want to choose soft paint tones, such as shades of light gray, soft whites, and shades of navy.

Trulia also reveals that warm, vibrant accent colors in oranges and yellows, as well as vibrant cool tones in indigos and grays, are square-footage boosters.

After your walls are complete, explore textiles, paints and laminates associated with various office furniture offerings. Your goal should be finding the right materials that express your company’s brand and culture while making your employees happier and more productive throughout the day. Ask yourself, “Does your organization need more serious shades of blacks and whites or could you get away with adding a pop of color to every room?”

If your office has multiple rooms, you may want to consider keeping the colors and patterns aligned in case you decide to move furniture around in the future.

Get started with HON’s Fabric & Furniture Finishes.
Consider Technology & Equipment

It’s also important to consider required technology and the equipment needed for said technology when rearranging your space, CPM One Source notes. For instance, many desks in the past were planned around phone jacks, today most workers use mobile phones for day-to-day communication.

HON furniture solutions consider technology, with strategic placement of power and considerations for cord management. For instance, HON's Empower® collection allows your company to say goodbye to extension cords and tangled cables. This collection allows you to stay plugged in on a daily basis while keeping cords tucked below the surface.

Account for Storage

Since every organization is unique, every organization has unique storage requirements. For instance, a legal firm will have very different needs from that of a medical office. In both cases, storage and filing is a crucial part of the workflow and plays a central part in the office planning. With that said, incorporating adequate storage is vital for space planning your office.

Explore HON Storage & Files, or contact a HON Connect dealer to explore what storage system is right for your space.
Choose Furniture and Layout Your Office

Have you completed the steps above? If so, it’s time to begin choosing the right office furniture for your space and the ideal alignment for each piece. Whether you are trying to foster collaboration or comfort, you should choose the specific pieces and arrangements that align with your overall vision.

For instance, if your office is small and you’re seeking a collaborative environment, you may want to choose Rounded Square Arrange Tables™ and Guest Chairs from Accommodate Seating™ and position each piece in a way that enables teamwork.

On the other end, if you are looking for more quiet private office rooms, you may want to look into the Voi Collection™ for private workstations.

Need help arranging your space? Check out HON’s Arrange & Accommodate Idea Generator, HON’s Build Online Tool, and HON’s Fabrics and Finishes Tool.

Visit Your Local HON Connect Dealer

Ready to create an office your team will love? Still have a ton of questions? Either way, your local HON Connect dealer is ready to help.

Visit your local HON Connect dealer to make your vision a reality!

Sources:
Trulia, “The 14 Most Popular Paint Colors (They Make A Room Look Bigger)”
The WorkSpace, “7 Sneaky Ways to Make Your Small Space Bigger”
CPM One Source, “9 Efficiency Tips for Space Planning Your Office”