

# LAYOUT DESIGNER.

Before you start sketching out your ideas, think about how your space needs to work for you, your team, and your customers.

## THINK FROM YOUR CUSTOMER'S PERSPECTIVE

- How do you want customers to feel when they first see and enter your space?
- How much space will you need to meet with customers and give great service?
- Do you need private space to meet with customers? Can you use the shared spaces at Post?
- How will your space and technology help you meet with customers more effectively?
- Do you want space to display your portfolio, products, or credentials?

## THINK ABOUT YOUR TEAM'S EFFICIENCY

- How much desk/office space does everyone need in order to work effectively?
- Where will shared resources (printers and storage) be located? Can storage be moved to the basement?
- Do you need extra space for training or events? Can you take advantage of the shared spaces at Post?
- How will your teams needs change over time?

## THINK ABOUT YOUR TEAM'S COMMUNICATION NEEDS

- Which team members meet or collaborate most often?
- How often are team members likely to be in the office?
- What aspect of your space will help build your team's culture or encourage spontaneous interactions?



**DATE**  
November 11, 2020  
Unit 270

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**READY FOR ARCHITECTS?**  
Contact us to work with one of our  
architect partners.

