

Creating the **Workplace of the Future**



WORKPLACE STRATEGY GUIDE

Reimagine your space. Set priorities. Plan what's next.



01 / PURPOSE

Set your workplace priorities

Start with the business change, not the furniture request.

Use this guide with your team or a Rightsize Workplace Solutions Manager. Complete only what you know; turn unknowns into follow-up questions.

Organization / location

Date / discussion lead

Project type: reimagine / refresh existing space, reconfigure, move, expand, downsize or consolidate

What is prompting this conversation now?

What business result should a better workplace support?

Your three main challenges

1. What is difficult today, and who is affected?

2. What is difficult today, and who is affected?

3. What is difficult today, and who is affected?

KEEP THE OUTCOME SPECIFIC

Instead of “more meeting rooms,” describe the problem: “Small teams cannot find a room for hybrid calls.”

02 / CURRENT PICTURE

Quick workplace check

Ten questions to focus the conversation.

Circle or select one response per row: **Working**, **Attention** or **Unsure**. “Unsure” means gather evidence, not assume failure.

QUESTION	YOUR RESPONSE
01 / Purpose Do we agree on what the workplace must help our business achieve?	Working / Attention / Unsure
02 / Evidence Do we know when people attend and how they actually use the space?	Working / Attention / Unsure
03 / Space mix Do we have the right settings for focus, meetings and informal interaction?	Working / Attention / Unsure
04 / Experience Does the workplace support our culture and give people useful choices?	Working / Attention / Unsure
05 / Collaboration Can people collaborate easily, including colleagues joining remotely?	Working / Attention / Unsure
06 / Wellbeing Are comfort, acoustics and accessibility supporting people's needs?	Working / Attention / Unsure
07 / Adaptability Can we adjust the space without a major rebuild?	Working / Attention / Unsure
08 / Future needs Have we considered how our needs could change over the next 12–36 months?	Working / Attention / Unsure
09 / Existing assets Do we know which furniture and assets we can keep or redeploy?	Working / Attention / Unsure
10 / Responsible change Do we have a responsible plan for items we no longer need?	Working / Attention / Unsure

Discussion prompts only. Do not total the responses or assign a readiness score. Use the full workbook when a more detailed facilitated assessment is useful.

03 / WORK PATTERNS

See how the space is working

Look at busy days and real activities, not just averages.

Busiest typical days / teams

Peak people present / total workpoints

Label estimates and dates. Count people and workpoints separately; do not mix seats with rooms or assume weekly averages cover peak demand.

WORK ACTIVITY	WHAT IS HAPPENING?	EVIDENCE / FOLLOW-UP
Focus + individual calls Quiet work, privacy and virtual meetings.		
Planned meetings Group size, room availability and remote participation.		
Connection + learning Informal exchange, mentoring and team work.		
Arrival + recharge Visitors, breaks and accessible choices.		

The most important gap between demand and available settings

04 / PRIORITIES

Decide what needs to change

Choose the issues worth addressing first.



de Jong DUKE · Allen Park, MI

Consider culture and choice, collaboration and technology, comfort and acoustics, and accessibility.

Select **up to three** issues. Describe what people need to do, not only what you want to buy.

ISSUE + PEOPLE AFFECTED	CHANGE TO TEST	SIGN OF IMPROVEMENT

TEST BEFORE COMMITTING

An issue may call for a policy, behavior, technology or layout change. Confirm the cause before deciding that new furniture or more space is the answer.

05 / ADAPTABILITY + ASSETS

Keep value. Plan for change.

Plan for change while making good use of what you own.

DECISION	ASSETS / SETTINGS TO REVIEW
KEEP Still fits the need and performs well.	
RECONFIGURE / REDEPLOY Could work in a different layout, team or location.	
REPAIR / REPLACE Needs a condition, fit or cost review.	
INVESTIGATE Condition, quantity or future use is unknown.	

What could change over the next 12–36 months?

What should stay flexible if headcount, work patterns or location changes?

BEFORE ANYTHING LEAVES

Confirm ownership, condition and reuse options. Consider resale, donation or responsible recycling when retention or redeployment is not practical. Use a detailed inventory for a move or consolidation.

06 / ACTION PLAN

Your next 90 days

Turn the conversation into three manageable actions.

Assign one accountable owner per action. Set a date and a visible sign of success. Use an evidence-gathering action where the answer is still unknown.

Action 1

Action 1: what will happen?

Action 1: owner

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Action 1: target date

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Action 1: how will we know it helped?

Action 2

Action 2: what will happen?

Action 2: owner

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Action 2: target date

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Action 2: how will we know it helped?

Action 3

Action 3: what will happen?

Action 3: owner

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Action 3: target date

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Action 3: how will we know it helped?

07 / SUMMARY

Leave with a clear next step

Capture the decisions, then agree on the next conversation.

Our most important takeaway

What we still need to learn / who will follow up

Next meeting / review date

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Who needs to be involved?

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WORK THROUGH THE NEXT STEP WITH RIGHTSIZE

Bring this guide and any existing plans, attendance observations or furniture inventories to a **Workplace Solutions Manager**. [Start a conversation at rightsizefacility.com/contact-us](https://rightsizefacility.com/contact-us).

Need a deeper working session?

Use the full Strategy Workbook for its detailed 50-question assessment, inventories and planning worksheets. The two-page Workplace Strategy Brief is the introduction; this guide is the discovery tool.

Research context

These sources inform the planning themes, not a validated assessment or universal space standard. Use your own evidence and applicable requirements.

- [Global Workplace Survey 2026](#) (2026)
- [Global Occupancy Planning Benchmark Report 2026](#) (2026)
- [2026 Americas Office Occupier Sentiment Survey](#) (2026)
- [2026 Global Workplace & Occupancy Insights](#) (2026)
- [The workplace why](#) (2025)
- [More Than The 'Average' Office](#) (2025)
- [State of the Global Workplace: 2026 Report](#) (2026)