

The Flexible Law Firm Checklist: **10 Best Practices for Hot Desking**

Hot desking, also called desk hoteling, is a vital component of any successful hybrid work initiative. As your law firm adopts remote work, following these best practices will help raise productivity and job satisfaction when associates are working from your corporate offices.

**1****Create a variety of spaces**

Accommodate variations in working styles and goals. Spaces can range from traditional desks and offices to comfortable seating areas to socially active hotspots or long working tables.

2**Use robust reservation software**

Hot desking software that allows for reservations is more successful than the basic grab-an-open-desk model. A full-featured platform includes the ability to find and book spaces based on user permissions.

3**Send notifications for missed check-ins**

Employees often book places “just in case.” Set up hot desking that enforces simple check-in and check-out processes so you can identify no-shows and re-open spaces.

4**Display interactive floor plans**

Enabling your associates to search for and view available space from an interactive floor plan will allow them to request the ideal spot to work – and make those spaces easier to find.

5**Institute clean desk policies**

Prevent confidential client information from falling into the wrong hands. Keeping desks uncluttered protects sensitive information as well as conveying other benefits like increased productivity.

6**Maintain healthy workspaces**

Ensure your workspaces are as sanitary as possible, such as by making antiseptic wipes widely available, gathering health attestations from employees, and investing in regular deep-cleaning services.

7**Integrate with multiple systems**

Conveniently stay within a single interface by creating and adding reservations through Outlook or other calendars. Integrate digital signage so users can quickly locate desks and with IT to ensure spaces have appropriate tech in place.

8**Enable on-the-go scheduling**

It’s a mobile world. If you allow employees to book their own desks, deploy a mobile app where users can reserve, verify, and check in or cancel desk reservations easily and quickly.

9**Capture utilisation data**

By capturing and analysing utilisation information, you can make data-driven decisions that lead to increased space utilisation, reduced square footage per employee, and the elimination of wasted space.

10**Prepare your employees for change**

Gather opinions and input from a representative group of employees, consider a pilot project, and/or implement a change management strategy to combat any potential issues.

Contact for a demo

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