

# What to do what not to do to implement a hot desking system?

## To do

### Insist on cleanliness

Remind employees to **clean their desks** every day, in addition to leaving them empty.

### Focuses on quality

Invest in office furniture that is **durable and attractive**. The same goes for technological equipment.

### Turning technology into an ally

Implement reservation software to help employees find available tables.



## Not to do

### Skimp on communication

**Encourage feedback** from employees and hold internal meetings to develop improvement.

### Eliminate storage

Install lockers for employees to **store their personal belongings** easily and securely.

### Force change immediately

Introducing hot desking can **generate resistance**, so it is important to introduce it gradually.



Source: Fundera.