Digital Workspaces:

How to Move Out of the Office?

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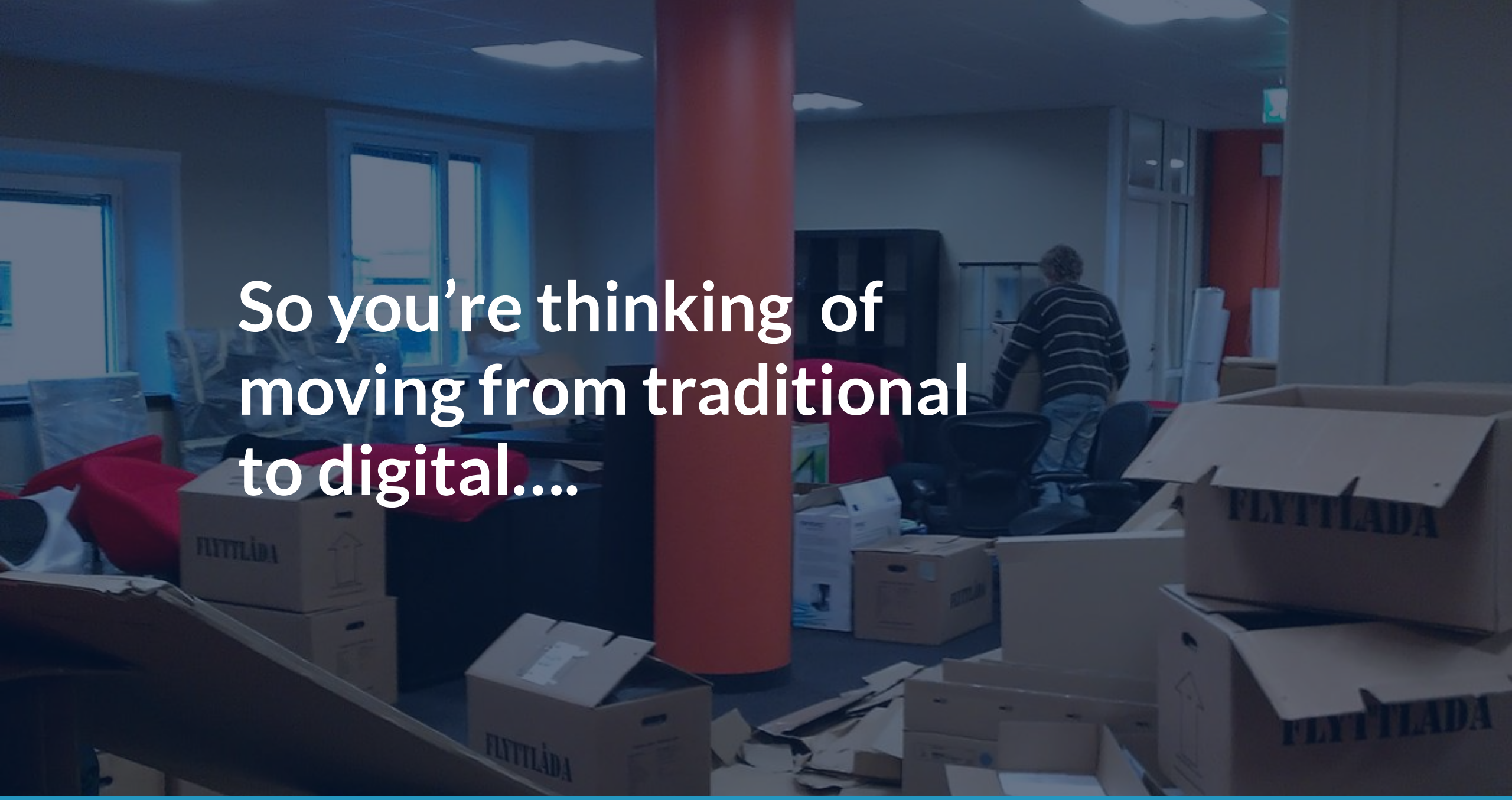
So you're thinking of moving from traditional to digital....
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But is your company ready? Does the culture allow for the company to become?

Checklist to know if you're ready:

- ☐ Tasks allow to be on the cloud, i.e. client work needs to be done onsite
- ☐ Unwritten and written laws are transferrable
- ☐ Employees can easily transition their work style
- ☐ Organizational structure

Tips for an easy switch

- Establish office hours
- Preferred communication method, ie Skype, Slack, Gmail, Phone, Smoke Signals
- Tools to enhance productivity, collaboration and accountability
- Understand employees are not always on the phone and able to respond instantaneously
- Any other rules you'll need

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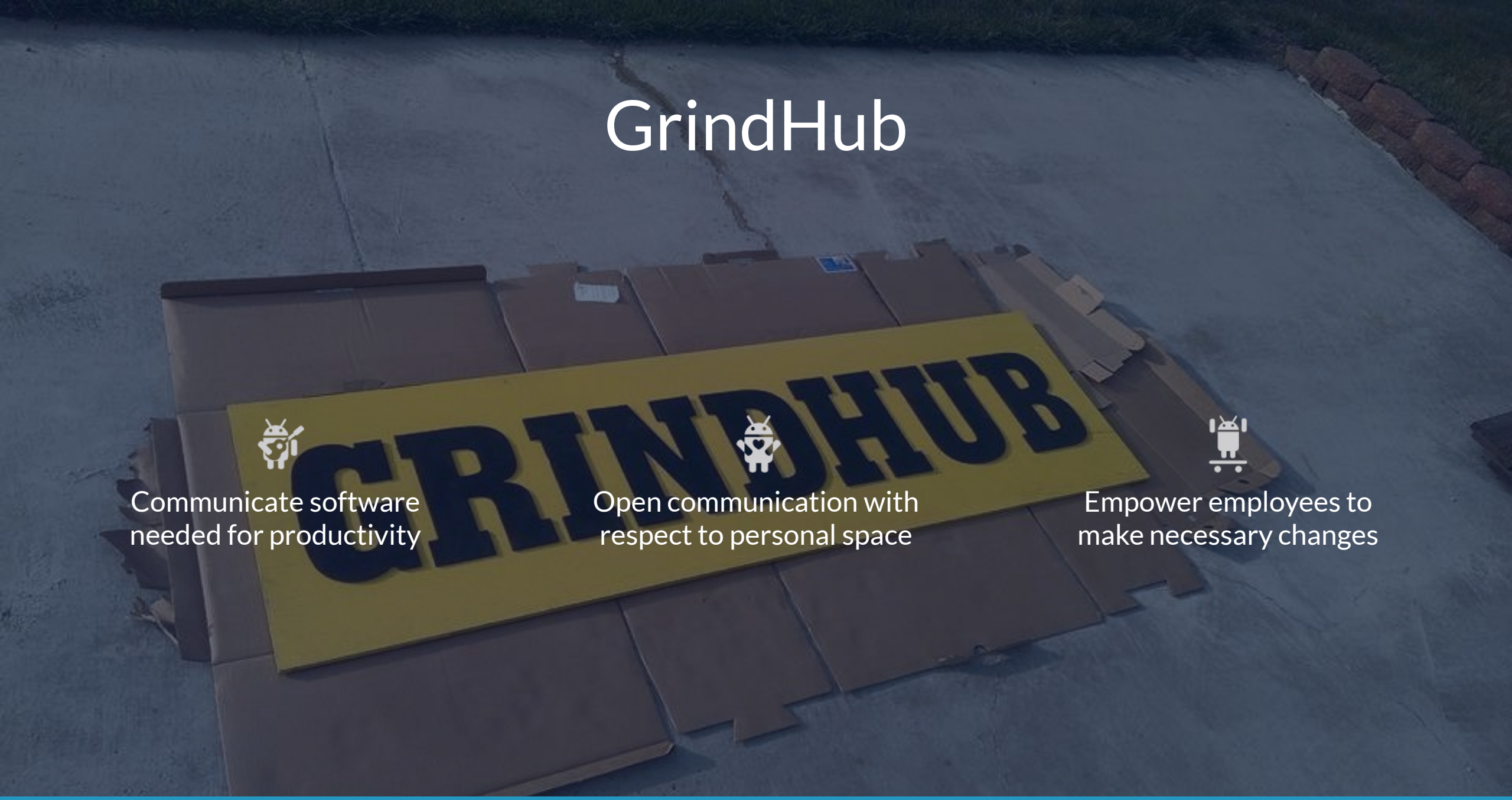

Communicate software needed for productivity

Open communication with respect to personal space

Empower employees to make necessary changes

THANK YOU

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