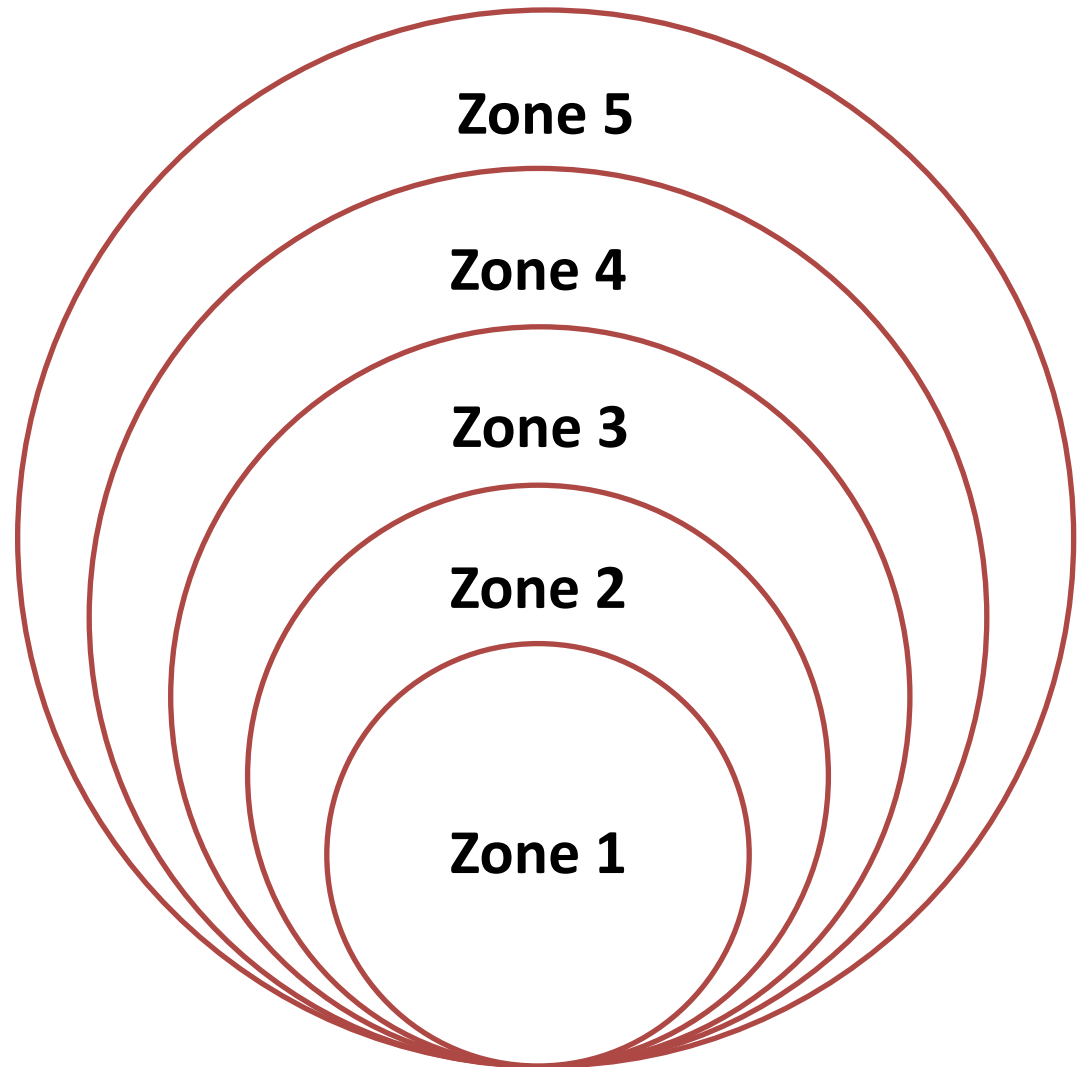


# The “Zone” Approach for creating a Productive Environment

**Consider:**

- Proximity
- Frequency
- Aesthetics



## **Zone 1:**

- Prime desk “real estate”
- No movement required to access work tools used all of the time.
- Limit personal items; an aesthetically pleasing layout or single inspiring item.

## **Zone 2:**

- Swivel or slight chair roll movement to access secondary tools and resources
- Examples: Dominant hand file drawer, supply drawer, desk hutch, shelves, printer tray.

## **Zone 3:**

- Out of desk chair movement required but still in office or cubicle.
- Examples: Credenza, book cases, opposite wall shelving, reference files.
- Personal items that are inspiring or add aesthetic value

## **Zone 4:**

- Storage outside of immediate office or cubicle
- Examples: Shared supply closet, central files, shared printers, copy room.

## **Zone 5:**

- Off site storage
- Examples: Archives, back up media, inventory

