

# Getting Started Worksheet

INQUIRE. GATHER. ACHIEVE.



Whether you are redecorating, building from scratch or somewhere in between, starting an office design project can be intimidating. With Workspace Interiors, our experienced team can help you get started on the right track. Before thinking about color schemes and new furniture orders, we'd like you to sit down and spend some time creating a clear vision for what you would like to achieve and how a new workplace design can best support your business.

Answer the following key questions in one to two sentences to get the process started.

1. How would you describe your company to a prospective client or employee? \_\_\_\_\_  
\_\_\_\_\_
2. What is your company philosophy? \_\_\_\_\_  
\_\_\_\_\_
3. What are two main goals you would like your company to achieve in the next five years? \_\_\_\_\_  
\_\_\_\_\_
4. What would you say makes your company culture unique? \_\_\_\_\_  
\_\_\_\_\_
5. Why do you want to redesign your office space? \_\_\_\_\_  
\_\_\_\_\_
6. How will the updated workplace help you achieve milestones on your five-year goal path? \_\_\_\_\_  
\_\_\_\_\_
7. Are you familiar with current trends in workplace design? If so, what trends do you think apply to your office space? \_\_\_\_\_  
\_\_\_\_\_
8. Are you familiar with best practices in space planning? Which ones do you think would work best for your company? \_\_\_\_\_  
\_\_\_\_\_
9. Is there a date for when you would like the redesign to be complete? \_\_\_\_\_  
\_\_\_\_\_
10. Do you have a budget in mind for the redesign? \_\_\_\_\_  
\_\_\_\_\_