

USE WITH
SECTION
3.2

10 Elements To Consider In Your Next Working Space

NOTE – When selecting a place to work, consider this checklist of items and questions to ask yourself. In case you're more analytical – you can also optionally add your own ratings from 1 (worst) to 5 (best) for a particular space to help assess if it's a good fit for you.

RATING:
From 1 to 5

1. Distance

How long will it take to commute and is the location convenient?

RATING:
From 1 to 5

2. Distractions

How much external distraction is there from other people or activities?

RATING:
From 1 to 5

3. Amenities

Does this space have meaningful amenities like food/coffee/gym or anything else you need?

RATING:
From 1 to 5

4. Human Connection

Are there opportunities to connect with other people or meeting space and do you need this?

RATING:
From 1 to 5

5. Seating + Space

Is there enough space and is the seating comfortable and varied (desks, couches, etc.)?

RATING:
From 1 to 5

6. Noise

Is the noise level appropriate for your work (ie – white noise versus distracting noise)?

RATING:
From 1 to 5

7. Cost

How much will it cost in fees, food services, WiFi, parking, etc. in order to do your work there?

RATING:
From 1 to 5

8. Technology

Is the WiFi fast enough, do they have printing or do you have other tech requirements?

RATING:
From 1 to 5

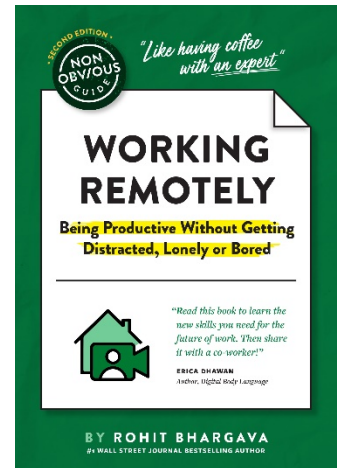
9. Privacy

Do you have enough privacy for phone calls, screen sharing or anything else you need to do?

RATING:
From 1 to 5

10. Security

Who else will be around, is access restricted and are you confident about your personal safety?



Any other elements you would suggest to add?

To make suggestions for us to add to the next edition or to share anything that might be missing, let us know by emailing rohit@nonobviouscompany.com!