

The Flexible Law Firm Checklist:

10 Best Practices for Implementing Desk Hoteling

Desk hoteling is a vital component of any successful hybrid work initiative. Following these best practices will help raise productivity and job satisfaction when associates are working from your corporate offices.

1



Create a variety of spaces

Accommodate variations in working styles and goals. Spaces can range from traditional desks and offices to comfortable seating areas to socially active hotspots or long working tables.

2



Use robust reservation software

Desk hoteling software that allows for reservations is more successful than the basic hot-desking (grab an open desk) model. A full-featured platform includes the ability to find and book spaces based on user permissions.

3



Send notifications for missed check-ins

Employees often book places “just in case.” Set up desk hoteling that enforces simple check-in and check-out processes so you can identify no-shows and re-open spaces.

4



Display interactive floor plans

Enabling your associates to search for and view available space from an interactive floor plan will allow them to request the ideal spot to work and make those spaces easier to find.

5



Institute clean desk policies

Prevent confidential client information from falling into the wrong hands. Keeping desks uncluttered protects sensitive information and conveys other benefits like increased productivity.

6



Maintain healthy workspaces.

Ensure your workspaces are as sanitary as possible such as by making antiseptic wipes widely available, gathering health attestations from employees, and investing in regular deep-cleaning services.

7



Integrate with multiple systems

Conveniently stay within a single interface by creating and adding reservations through Outlook, Google, or other calendars. Deploy digital signage so attorneys can quickly locate desks and work with IT to ensure spaces have appropriate tech in place.

8



Enable on-the-go scheduling

It’s a mobile world. If you allow associates to book their own desks, deploy a mobile app where they can reserve, verify, and check in or cancel desk reservations easily and quickly.

9



Capture utilization data

By capturing and analyzing utilization information, your firm can make data-driven decisions that lead to increased space utilization, reduced square footage per employee, and the elimination of wasted space.

10



Prepare your employees for change

Gather opinions and input from a representative group of employees, consider a pilot project, and/or implement a change management strategy to combat any potential issues.