



# TRANSFORMING YOUR OFFICE SPACE: KEY CONSIDERATIONS

Workplace transformation projects look a lot different in 2021 than they did when we asked leaders about their plans in 2019. Back then, the majority were looking to acquire new real estate to best support their people, with visions that included carving out conference rooms and collaboration zones.

Now, leaders are reengineering their existing spaces and consolidating properties to best support a workforce with changing priorities. At the same time, they are balancing the need to protect data and information in a way that doesn't stymie productivity.



Expanding remote working options

Expanding or enhancing data/information security

Creating flexible work environments

Digital transformation, incl. hybrid workforce support

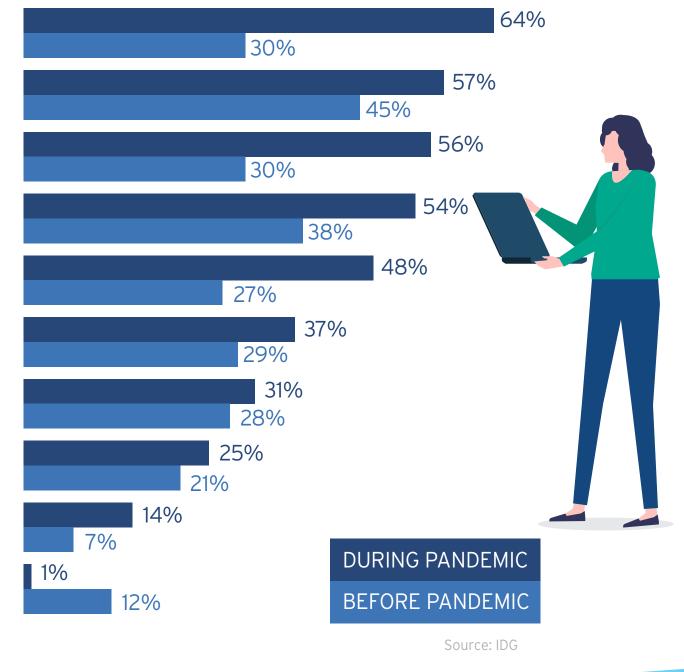
Office space transformation

Operations resiliency, business continuity

Secure destruction of IT assets and records

Talent outsourcing and/or managed services Expanding virtual patient services

None



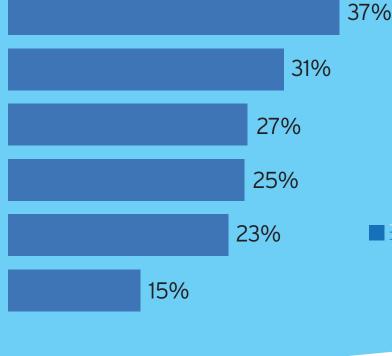
### **RE-EXAMINING SPACE**

Renovating or reengineering existing space Consolidating office or closing branches Acquiring or expanding into a new space Vacating or closing office Moving to a new space

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Subleasing space

None at this time





56%

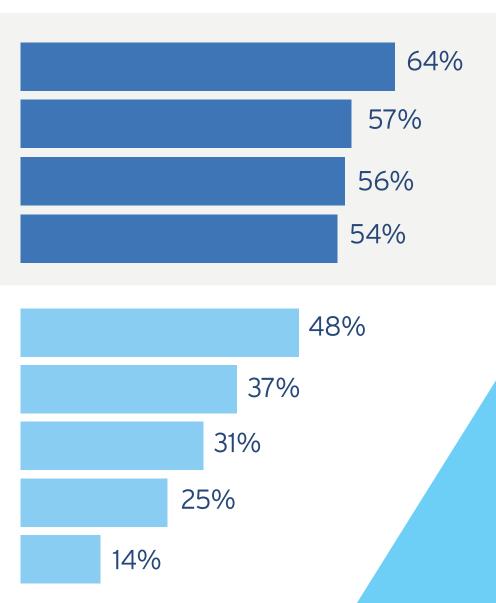
### ENTERING A NEW SPACE AGE FOR THE OFFICE

As leaders prioritize offering remote work options and flexible work environments, expanding and enhancing security around data and information management is a must.

#### PROJECT PRIORITIES

Expanding remote working options Expanding or enhancing data/ information security Creating flexible work environments Digital transformation, incl. hybrid workforce support

Office space transformation Operations resiliency, business continuity Secure destruction of IT assets and records Talent outsourcing and/or managed services Expanding virtual patient services



Source: IDG

37%

### WHAT ARE LEADERS CONCERNED ABOUT?



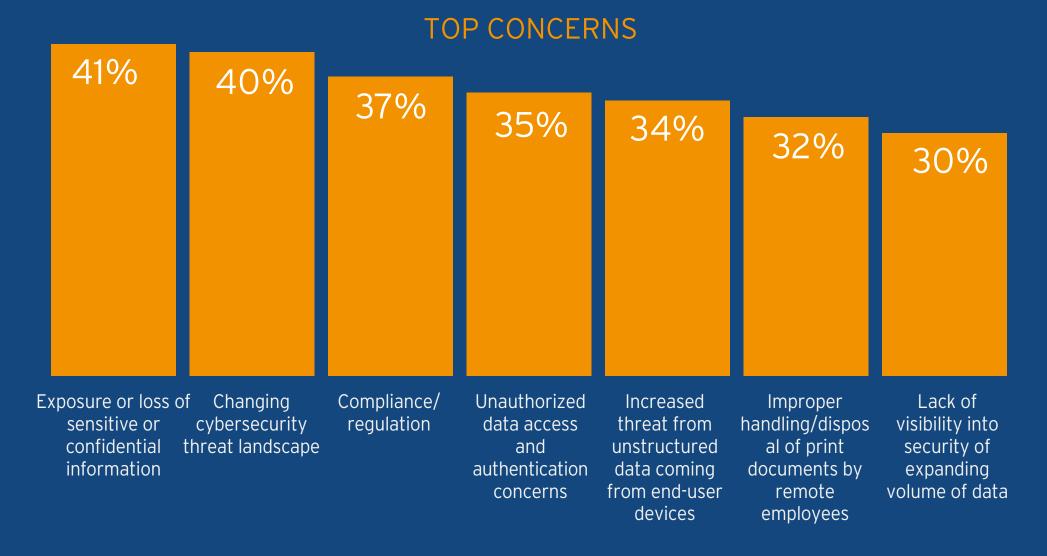
## Roughly 20%

of employees want full remote arrangements, but...



complex environment for information management, and concerns about data and information security are high as a result.

still want at least some time in the office. It's a



Source: IDG

## WHAT ARE THEY DOING ABOUT IT?

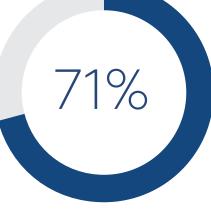
When planning projects, leaders first ensure information is protected during a move or transition. This frees up physical space to make it safer, in a highly secure way.

#### TOP CONSIDERATIONS WHEN PLANNING A WORKSPACE TRANSFORMATION PROJECT

Respondents who stated considerations as critical or high priority

Protect private and confidential

Protect private and confidential information c during a move or other transition c



Configure space to keep employees/ customers safe while also meeting compliance standards

Set up data backup and recovery systems

9%

Digitize files and records in order to eliminate paper

Source: IDG

## STEPS TO WORKPLACE TRANSFORMATION

Achieving a paper-lite environment is highly important or critical to projects for 83% of leaders. They plan to reduce paper-based information from a third to a quarter by:



53% DIGITIZING PAPER

AND PHYSICAL

DOCUMENTS



41%

DEPLOYING TECHNOLOGY THAT ENABLES ELECTRONIC CAPTURE OF DATA AND INFORMATION



35% CONDUCTING AN INVENTORY OF PHYSICAL FILES AND DOCUMENTS TO DETERMINE DESTRUCTION ELIGIBILITY



33%

SECURELY DESTROYING PHYSICAL RECORDS AND FILES

#### Leaders say a detailed assessment, by location, to eliminate unproductive space helps jumpstart these projects.

This includes strategies for disposition of assets and information and help determining the state of records and information compliance.



## CLEAN START CAN HELP.

Through our Clean Start® program, Iron Mountain helps you rethink your real estate by performing a complete assessment of your space. We design a plan to optimize the use of your space by securely destroying documents, IT assets and equipment that you no longer need to retain and securely store the rest, either on a temporary basis or permanently. Documents can be digitized and workflows automated to provide anytime, anywhere access for remote employees.

#### Visit IronMountain.com/cleanstart to get started.





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