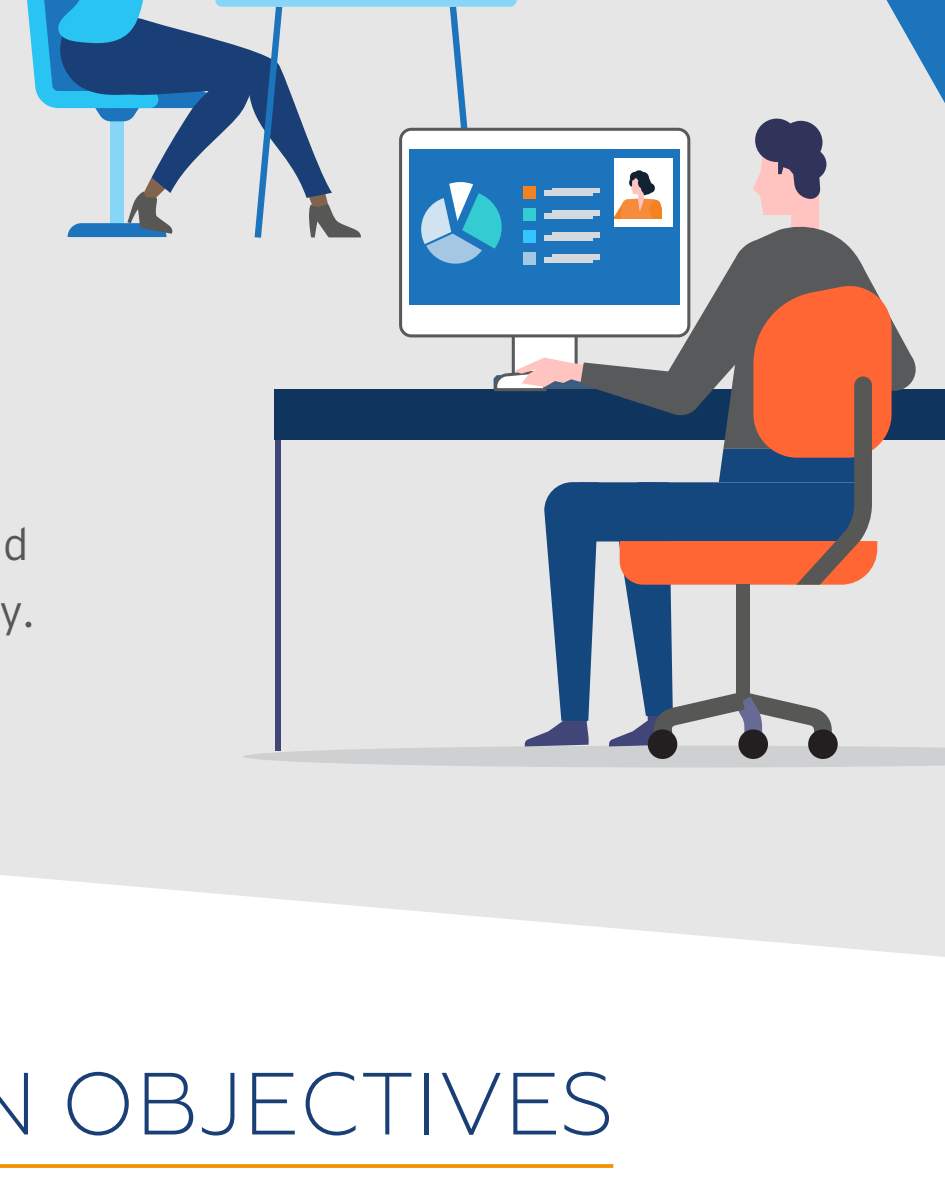


# TRANSFORMING YOUR OFFICE SPACE: KEY CONSIDERATIONS

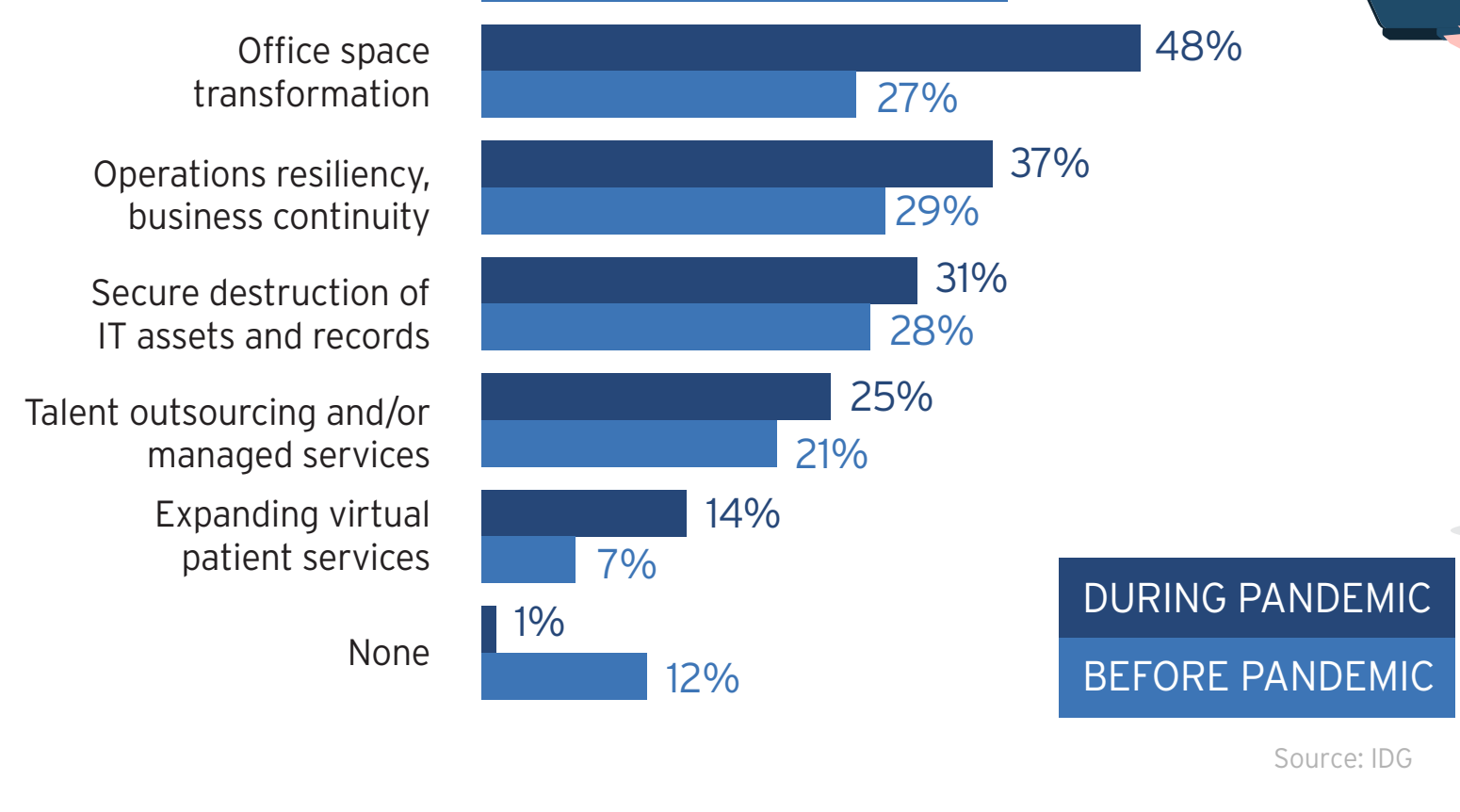


Workplace transformation projects look a lot different in 2021 than they did when we asked leaders about their plans in 2019. Back then, the majority were looking to acquire new real estate to best support their people, with visions that included carving out conference rooms and collaboration zones.

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.

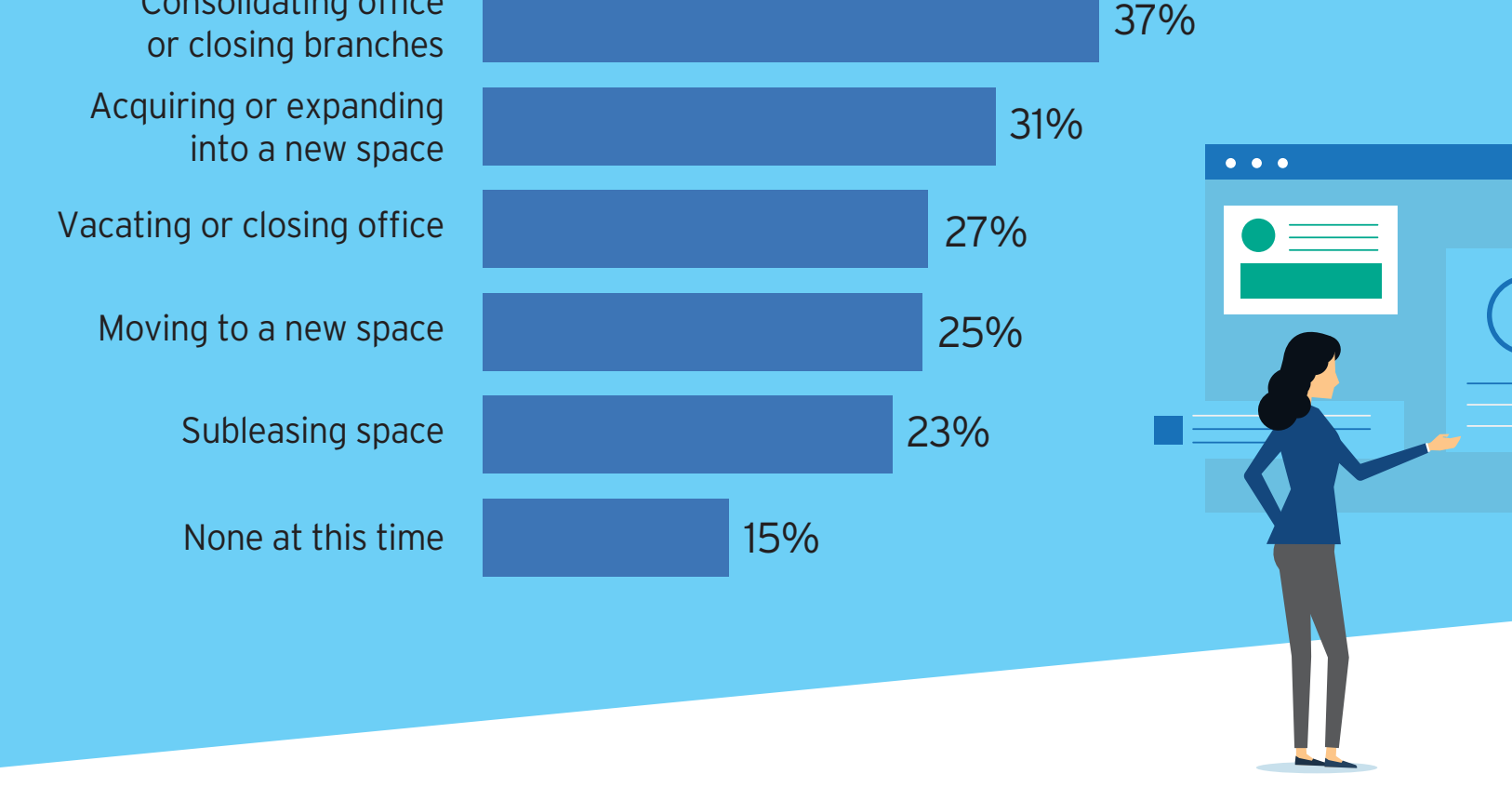


## TRANSFORMATION OBJECTIVES



Source: IDG

## RE-EXAMINING SPACE



## 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

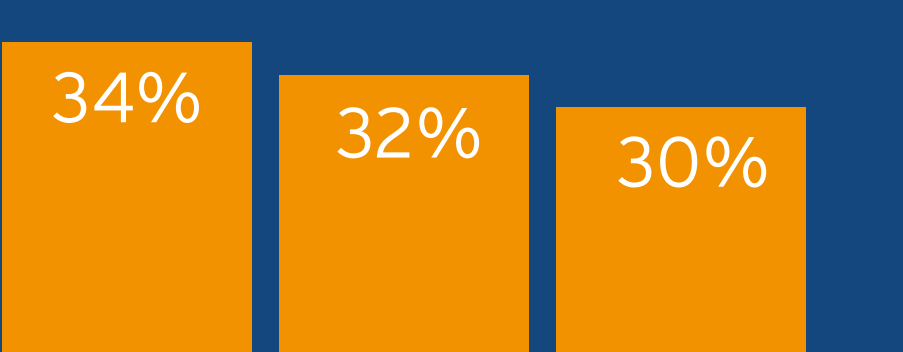


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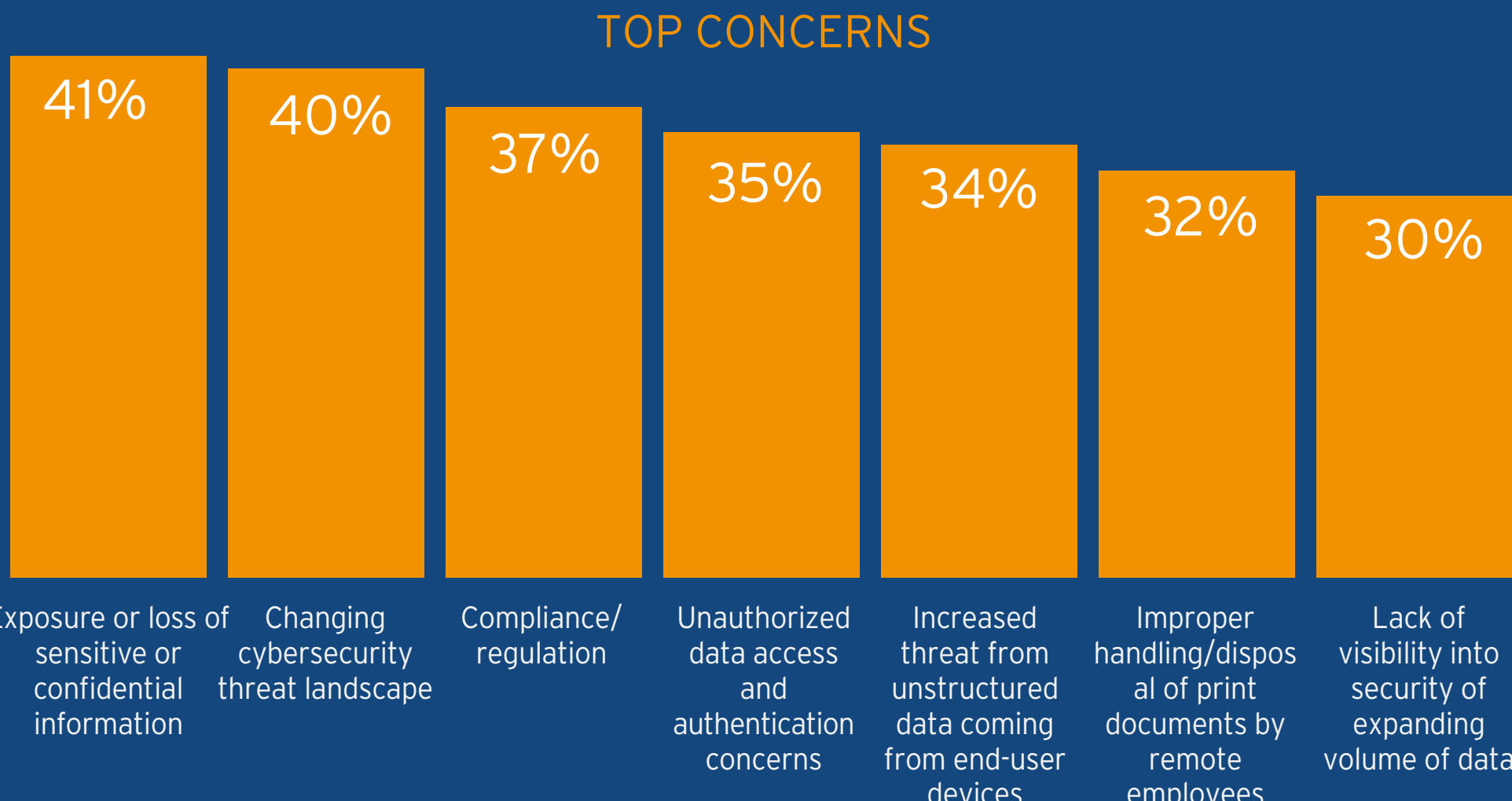
## WHAT ARE LEADERS CONCERNED ABOUT?

**37%** still want at least some time in the office. It's a complex environment for information management, and concerns about data and information security are high as a result.

**Roughly 20%** of employees want full remote arrangements, but...



## TOP CONCERNS

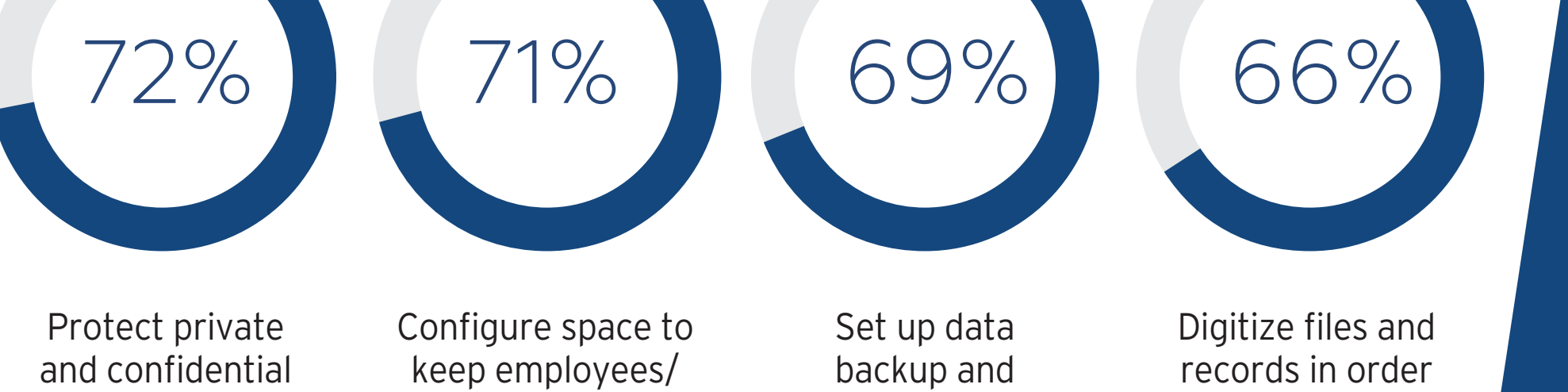


## WHAT ARE THEY DOING ABOUT IT?

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

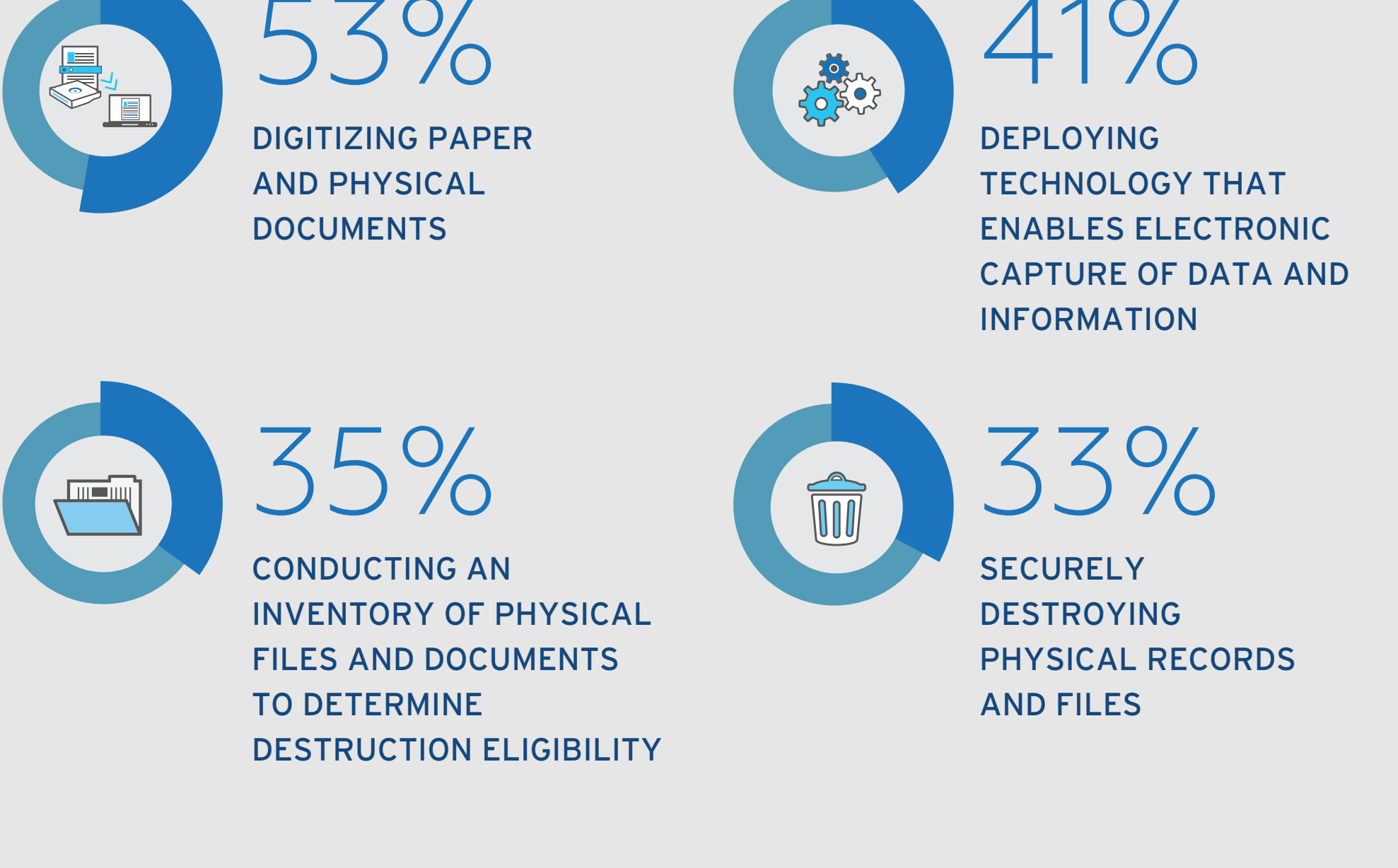
Respondents who stated considerations as critical or high priority



Source: IDG

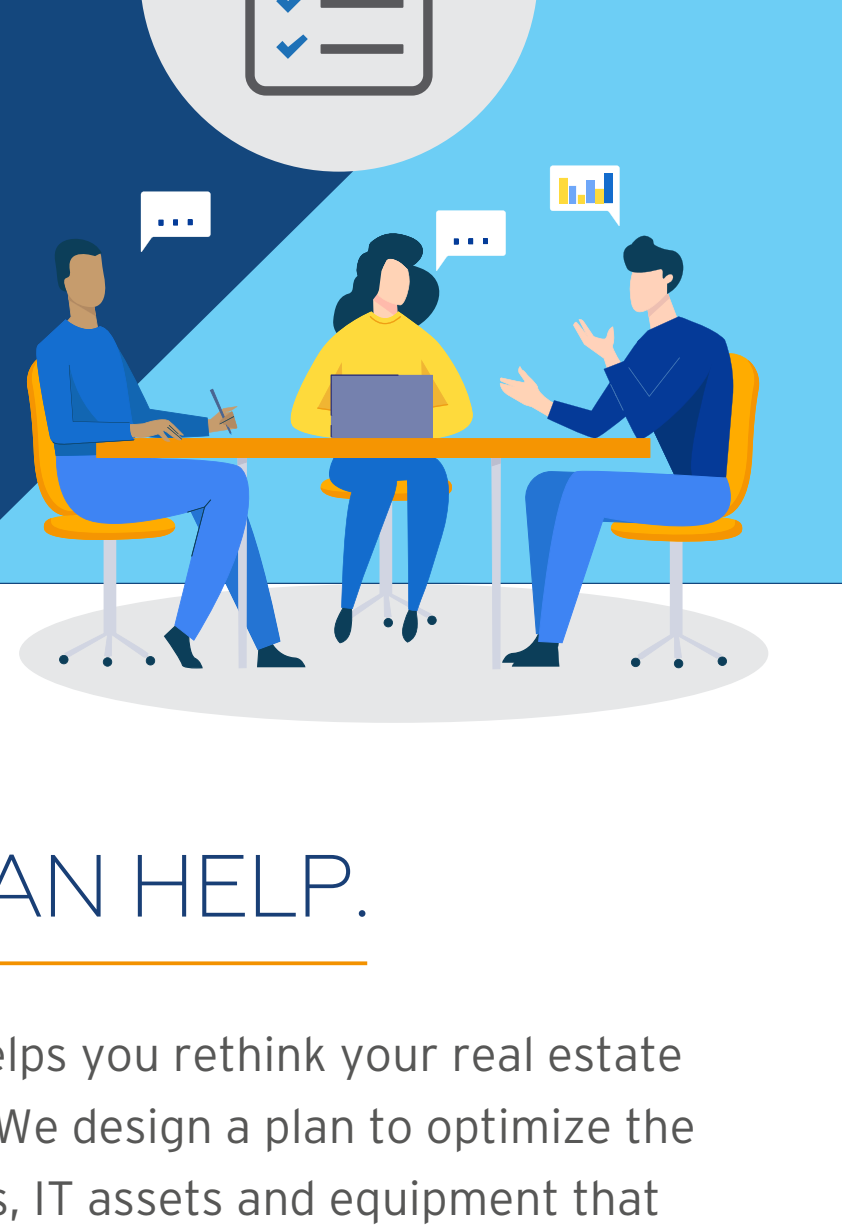
## STEPS TO WORKPLACE TRANSFORMATION

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:



**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](https://www.ironmountain.com/cleanstart) to get started.