



# 7 DIFFERENT DESKS USED IN OFFICES

# What is the Importance of a Desk Setup?

In an office space, one can see multiple types of desk setups. Every desk type has its own advantages and disadvantages.

A desk setup in a workspace can determine the productivity and workflow of the office. A wrong setup can hinder creativity, discussions, networking, communication, and many more factors that determine the growth of the office.



## Agenda of the Handbook

Choosing the right desk for your workspace is important because it will increase or decrease workflow according to the level of productivity the desk provides. This handbook will help you choose which desk setup is optimal for your workspace. In the handbook, there are 7 different types of desks listed with their advantages and disadvantages. Choosing desk setups will be easier after reading about points that were not before considered.



## 1.Linear

A desk setup that is placed next to each other in a linear fashion is usually used for singular working spaces.

### Advantages

- Extremely useful for jobs that require concentration, for example, a call centre that focuses on one person doing their job without any distractions.
- Coworking is minimal so there are no distractions

### Disadvantage

- Since these desks usually have a blinder/divider, it is not of great use for teams or coworking.



## 2.Cubicle

Cubicles are desks covered from three sides. They are used in IT sectors or companies that need high concentration.

### Advantages

- This kind of a setup promotes sensory deprivation, which is believed to increase concentration and decrease distractions.
- Privacy is increased which prevents insecurity in work.

## Disadvantages

- This type of setup does not allow coworking. Teams cannot work together and there is no networking encouraged.
- The privacy can also increase prolonged miscellaneous work which can be distracting.

## 3.L-Shaped

An L-Shaped desk setup is usually found in a home office or optimal office spaces. The desk is fitted into a corner with either desk touching the wall of either side of the corner. This kind of a setup provides two different spaces that can be decided by you.

## Advantages

- This setup is an excellent choice for having a computer on one desk and a writing set on the other.
- It can also be used for a double monitor setup.



## Disadvantages

- It can cause distractions because of its ample space.



## 4.Executive Desk

An executive desk is a single one person desk that is usually designed for a big space office. It is used by managers, CEOs, founders, and anyone who has their own office space or a private office.



## Advantages

- This desk setup is a good choice because of the amount of space it offers.
- There are multiple drawers for storage of documents and important things.
- Multitasking makes the workflow easier.

## Disadvantages

- Takes up too much space so the office can feel congested.
- There is minimal movement because all the work can be done from the desk, so it is not healthy for the body.



## 5.Cluster

The cluster desk setup is optimal for small teams and departments. In the same office space, having one team work together allows them to brainstorm and co-work.

## Advantages

- The team can share ideas and communicate which increases productivity and creativity of the team.
- This decreases any distractions from other teams which can divert the workflow.

## Disadvantages

- Distractions within the team can be caused thus losing focus of the team.
- Coworking gets limited to the team instead of the rest of the office.



## 6.Single Seater

A single seater is a desk set up for one person. This means that a person who needs to work alone with no team and no need for communication can do their job without any distractions. This type of setup is also usually used at a home office.



## Advantages

- This type of work increases concentration without sensory deprivation.
- Does not cause distractions from coworkers.

## Disadvantages

- There is no communication between coworkers to stimulate the brain, hindering brainstorming.

## 7.Adjustable

An adjustable desk setup is recommended for a home office where a person can transform their rooms into an office space. This type of desk can be folded or taken apart. This is useful when there is not enough space at home to incorporate an office desk setup. It can be changed from room to room, thus changing perspective.



### Advantages

- There is ample space in the room after the setup is put back.

### Disadvantages

- No change in surroundings of comfort and work can be frustrating.
- Can break easily.

Office desk setups are an important decision. They are the space that the employee is going to utilise for a long time. Choosing the wrong setup will affect the workflow drastically.

A desk setup should always be well thought out with no compromises. Every setup is different for every company, so it should be chosen with careful consideration.

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