



Guide on how to place office pods

Lack of peace and quiet, interruptions and lack of privacy are common problems in open-plan workspaces. When employees struggle to find a space where they can work efficiently, they waste valuable time every day.

However, an open-plan space also has its benefits – provided that it offers employees flexible space options where they can work and have some privacy if required. A hectic open-plan office can be transformed into a pleasant and efficient work environment by taking into account the different needs of its various users.

Bring more peace and quiet to the workspace by supporting employees' concentration with quiet spaces and by creating a variety of work zones for different work modes. In our guide you will find tips on how to make the workspace more peaceful and how to place office pods.

Even small changes can help make an open-plan office a more pleasant, efficient and motivating work environment.

CONTENTS

1	<u>Why focus on the work environment?</u>	<u>p. 4</u>
2	<u>Making your office more pleasant</u>	<u>p. 7</u>
3	<u>How to choose and place office pods</u>	<u>p. 11</u>
	• 5 rules of thumb for choosing office pods	
	• How to place office pods	



1 WHY FOCUS ON THE WORK ENVIRONMENT?

You feel tired after the workday, you never finish your to-do list and your thoughts stray. The reason for inefficiency and not being able to concentrate can often be found in the work environment.

IN AN OPEN-PLAN OFFICE, WORK IS INTERRUPTED 29% MORE OFTEN.

In open-plan spaces, even ones with partitions, work is interrupted 29% more often than in private office rooms.

IT TAKES 15-20 MINUTES TO GET BACK ON TRACK.

According to one study, an employee working in an open-plan office wastes 3-5 hours of productive time a day due to unnecessary interruptions, as it takes up to 20 minutes to get back to the task after a distraction.

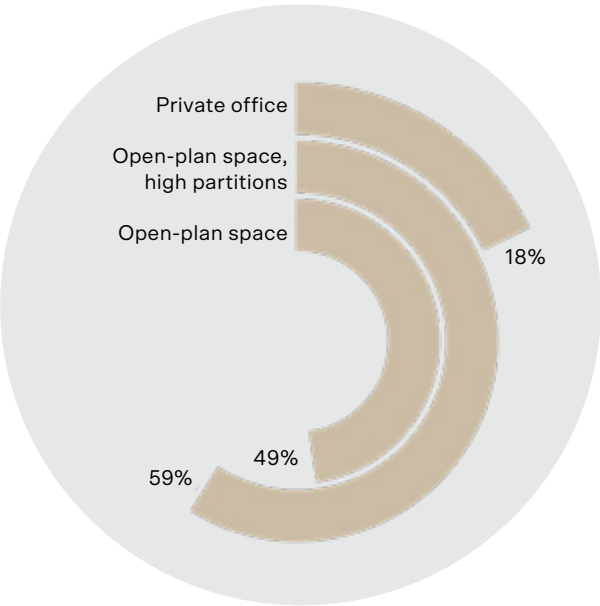
THE SAME RESULTS 20% FASTER.

According to studies, employees can achieve the same result in 20% less time if they can concentrate on their work without being distracted.

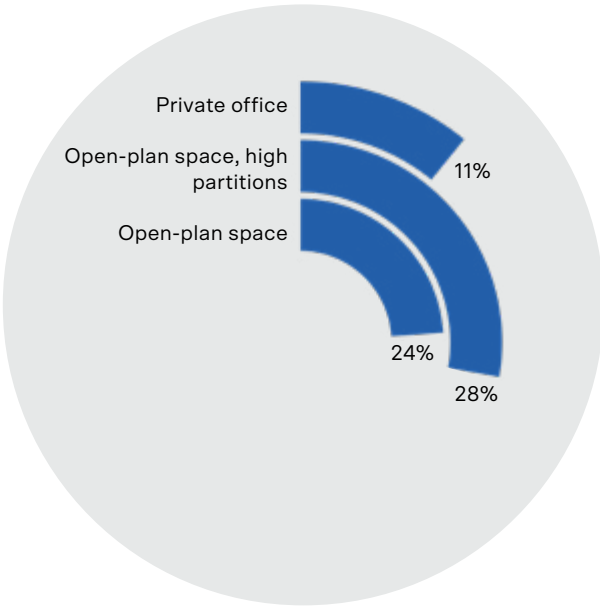
Noise problems in an open-plan office have been shown to increase stress and fatigue and to reduce work efficiency. When work is continuously interrupted by noise, it takes more time to do the job than when working in peace and quiet.

Three hours of work in an open-plan office is enough to significantly raise adrenalin levels. An increased stress level reduces the ability to concentrate and interferes with the workflow.

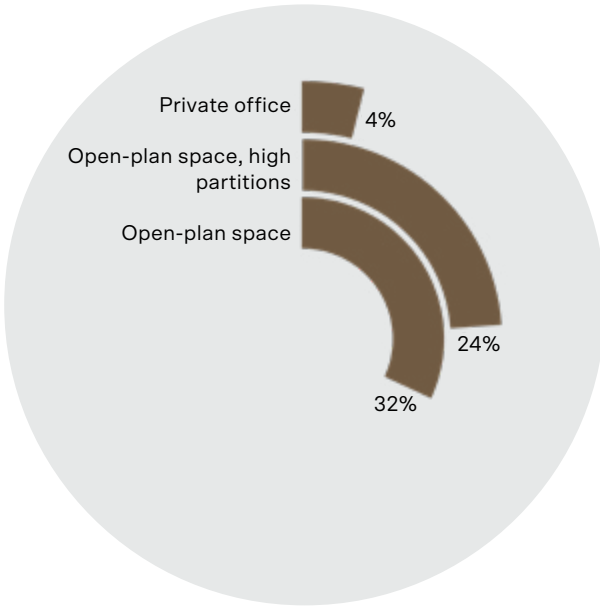
Noises from the work environment disturb work

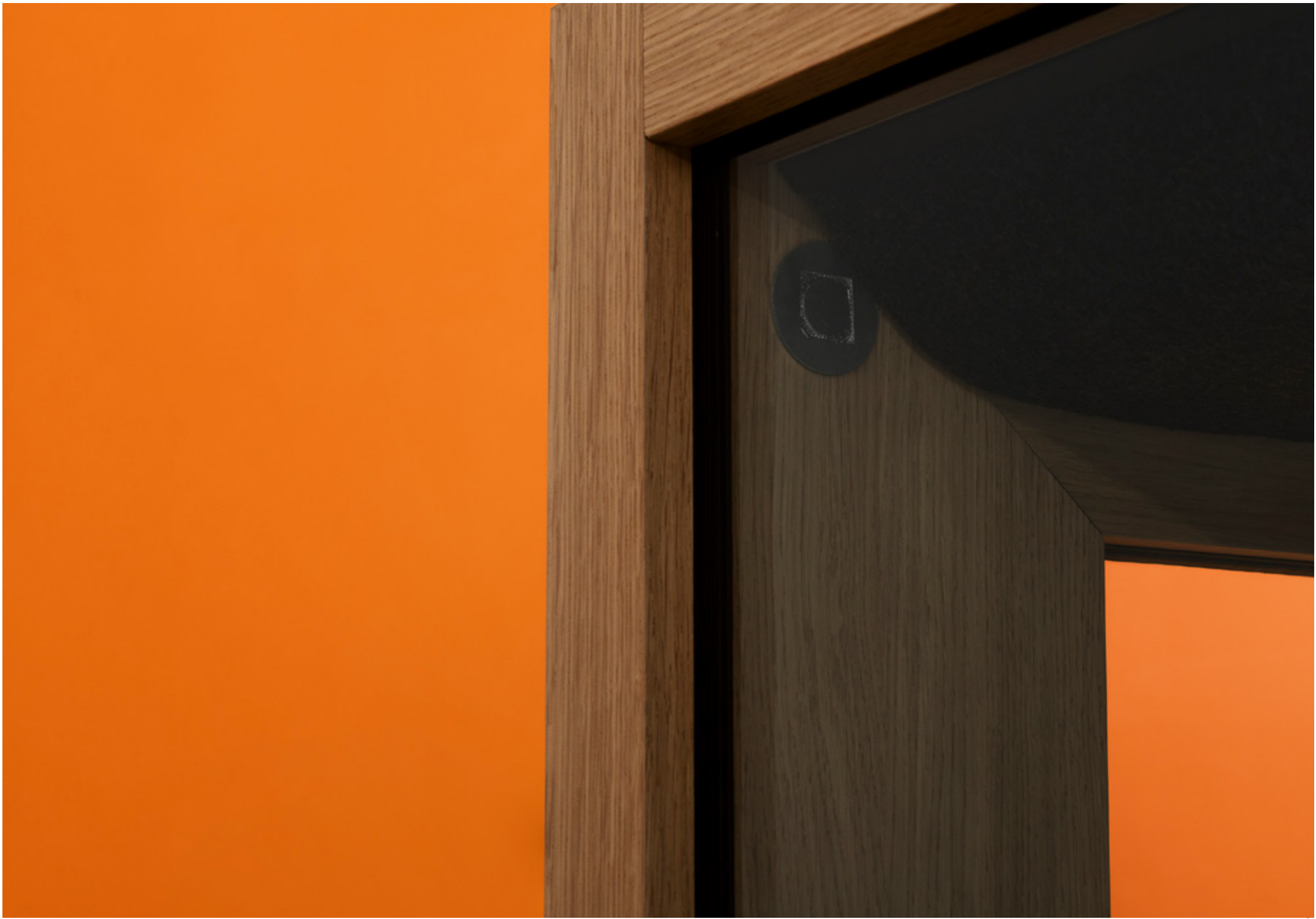


The work environment is too noisy



Visual stimuli disturb work



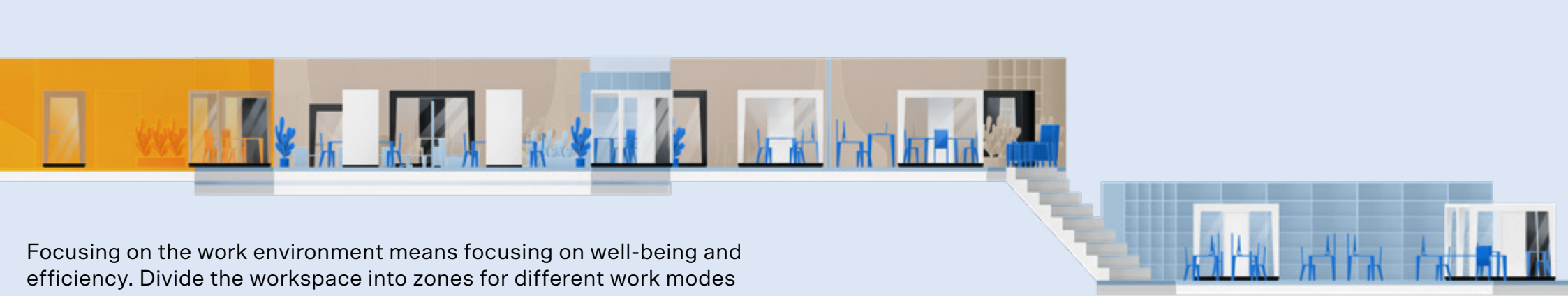


2 MAKING YOUR OFFICE MORE PLEASANT

In modern working life, employees must have the opportunity to concentrate on their job without being disturbed, have meetings in small teams, take breaks, talk to a customer without disturbing others and get together for brainstorming sessions. An inspiring work environment offers different spaces that support evolving needs and ways of working. From these spaces, the employees can pick the one that is best suited to the task at hand.

FLEXIBLE WORKING LIFE – FLEXIBLE WORKSPACES

When the setting is fit for purpose, working becomes more meaningful and efficient. Moving from one workstation to another also means that you get some exercise. Dividing the office space into zones enables conversations, ideation and intensive working. A suitable work environment can be chosen based on the task and the nature of the work. When office pods are added to the zones, even a large open space supports individual work and can be developed to reflect evolving needs.

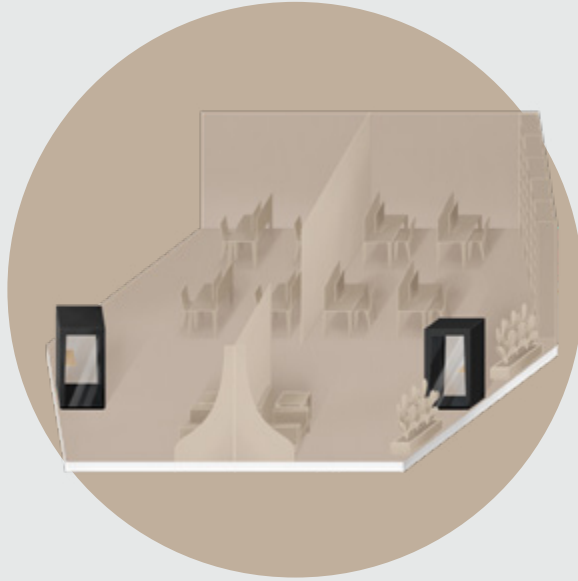


Focusing on the work environment means focusing on well-being and efficiency. Divide the workspace into zones for different work modes and support concentration and collaboration with office pods.

ZONES IN A WORK ENVIRONMENT THAT SUPPORTS EFFICIENT WORKING

INTENSIVE SOLO WORK AREA

The area dedicated to intensive working allows people to focus without interruptions. There is no talking or beeping in this zone: discussions with colleagues take place in an office pod or in another area and phones are kept on silent. People seldom spend the entire day in the quiet space – this is a space for tasks that demand intense concentration, such as writing something or sending quotes to customers.



OPEN WORKSPACE

The open workspace is a relaxed setting for working – together, yet independently. In-person and phone conversations are allowed. However, longer conversations should be held in an office pod or in a meeting room to disturb others as little as possible. This is where routine tasks are performed and the basic idea is that you can go talk to a person in the area.



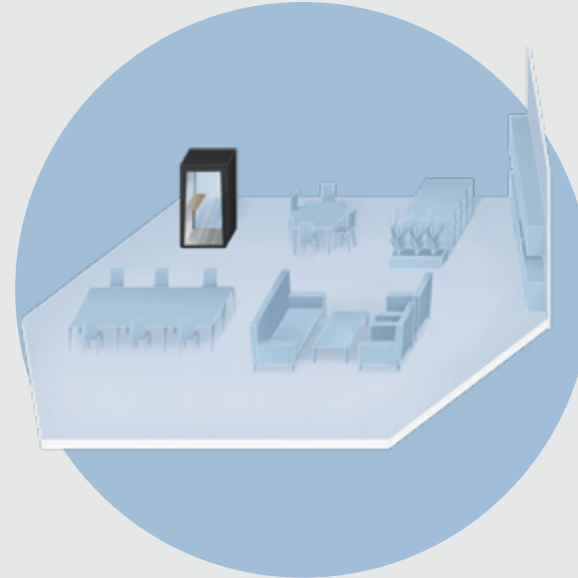
GROUP COLLABORATION AREA

This area is meant for co-creation and efficient collaboration – interaction is encouraged. It can accommodate, for example, meeting rooms or group work areas with partitions. Workstations of teams working on a project can also be located in this area.



BREAK ROOM

Here you can take a breather, have a cup of coffee, eat a sandwich and wind down. This is a perfect setting for more casual work discussions over a cup of coffee to avoid disturbing those working in the open workspace too much.





3 HOW TO CHOOSE AND PLACE OFFICE PODS

Office pods enable efficient working. When choosing office pods, it is good to start by defining the challenge that the pod is meant to resolve.

Possible goals include minimising distractions from phone calls in the work environment, offering a soundproof space for independent work or increasing meeting room space. What is essential is to establish the kind of office pod that supports the users in their work and to ensure that the spaces are easily accessible.

5 RULES OF THUMB FOR CHOOSING OFFICE PODS

1

Be sure to start by establishing the application of the space, as it affects the selection of the pod, its placing and its furnishing.

What is the problem that the pod is meant to resolve? Does the office need more meeting rooms, quiet workstations, phone booths or spaces where employees can take a breather in the middle of a workday?

2

The next factor is the size of the office.

In a small office that can reasonably accommodate just one office pod, a single solution can be used for many different applications, if chosen wisely. The office pod can be used as a phone booth, as a privacy pod for quiet focus or as a place for quick meetings.

3

Ensure the easy accessibility of the spaces.

One phone booth per five workers is enough, and one quiet workspace or meeting room per ten workers makes for a much more peaceful work environment. The more spontaneous conversations in the space, the more office pods will be required.

4

The company's line of business is a big factor. If the majority of employees are doing cognitive work independently, it makes sense for conversations to take place in office pods to make the environment more peaceful. On the other hand, if the work is mostly teamwork, it is a good idea to reserve the quiet spaces for intensive solo work.

5

Let the employees voice what they need.

This makes sure that the office pods meet users' needs and support their success. So ask employees whether they need phone booths, chat rooms or privacy pods for quiet focus.

The table on the following page contains examples of determining the need for office pods.

We are happy to help you choose the right pod and place it optimally.

↳ [CONTACT US](#)

SITE	CHALLENGE	OUR SOLUTION
Open-plan office with 20 employees	Phone calls and video conferences distract others. The number of meeting rooms is limited and reserving them for video conferences with 1–2 participants is not optimal.	Four or five phone booths (Module Solo) placed in different parts of the office to make the pods easily accessible to all. The employees would also benefit from adding one meeting room (Module Team) to the office.
Office of a startup with a staff of five	Spaces that enable focus and provide some peace and quiet would be welcome in the small shared office.	One mid-sized office pod (Module Duo) with flexible furnishing options. The pod is furnished with a desk and a screen that can be used by coders for solo work. Two chairs, one of which is an armchair: this makes the pod an ideal place for a moment of relaxation or for one-on-one talks.
An office with 10 employees. The employees work in three collaborative teams.	The open-plan office is noisy and hectic. Focusing on solo work is challenging.	One or two mid-sized office pods (Module Duo) for phone calls and intensive solo work. Additionally one meeting room (Module Team): when held in a dedicated meeting room, team meetings will not disturb the other teams working in the shared space.
A lobby-style lounge for students at a university. The space is used by around 80 students, with a maximum of 30 people present at a time.	The space is very restless: it is a place where students come to work in teams and alone and spend time between lectures.	One or two pods (Module Team) to provide some peace and quiet and support working. Dedicated to teamwork and quiet focus, the pod can be used without reservation. More pods can be added as required.

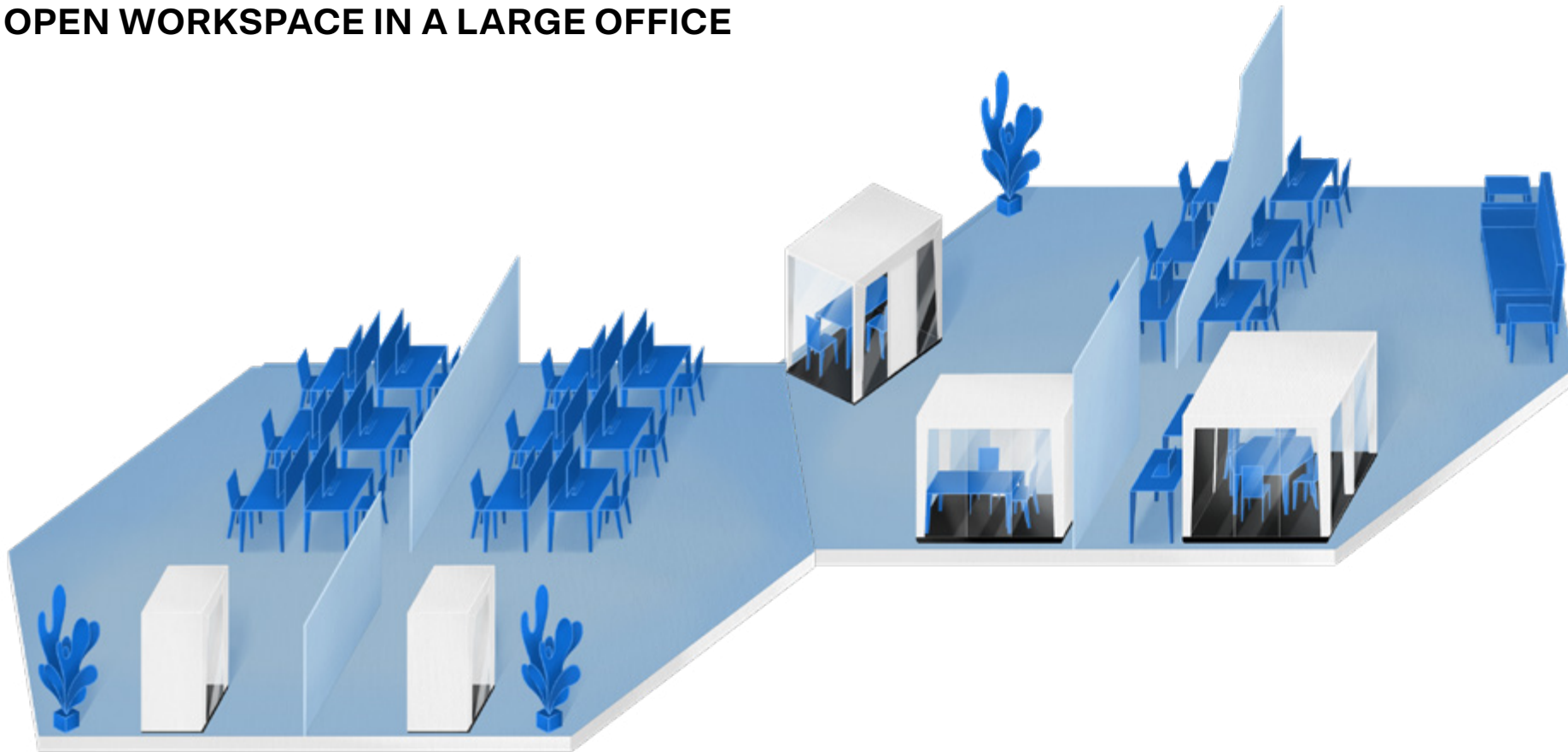
HOW TO PLACE OFFICE PODS

Place the pod so that it is as inviting as possible and easily accessible. When the office pods are located near the employees' workstations and busy areas, it is easy for everyone to pop in. The entrance should face the workstations.

On the following pages, you will find examples of how to place office pods and their applications. Dive into the office!



● OPEN WORKSPACE IN A LARGE OFFICE

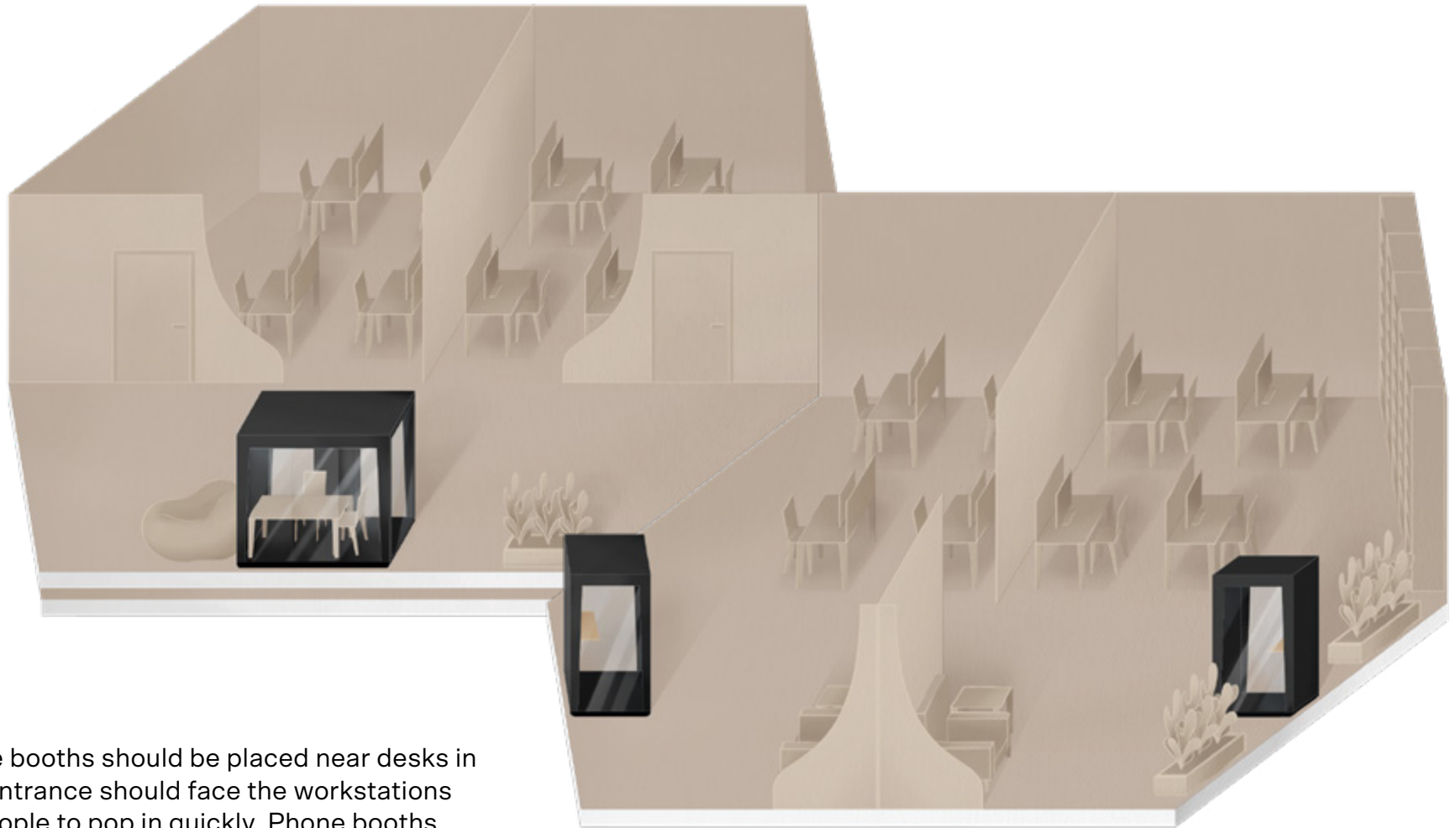


Phone booth – In an open-plan workspace, the sound of voices is a major source of distraction. The more employees in the same space, the more phone calls there are and the more the work community's efficiency suffers. A soundproof phone booth provides a private setting for phone conversations without disturbing others.

Workspace – Whether for intensive solo work, coding, studio work, editing or writing, a workspace is the perfect place to go when you need to concentrate. The workspace is often placed in the open area as it shuts the surrounding office out and allows you to concentrate in peace. Make sure that employees can see from their workstation whether the space is occupied or vacant.

Chat rooms, meeting rooms and rest areas – Chat rooms and meeting rooms are often placed near the workstations of people working in teams. The pods' glass walls can be equipped with curtains for privacy. Furnish the space based on needs: more relaxed furniture makes the space more inviting and suitable for use as a rest area. After a short break, you can return to work refreshed and work more efficiently.

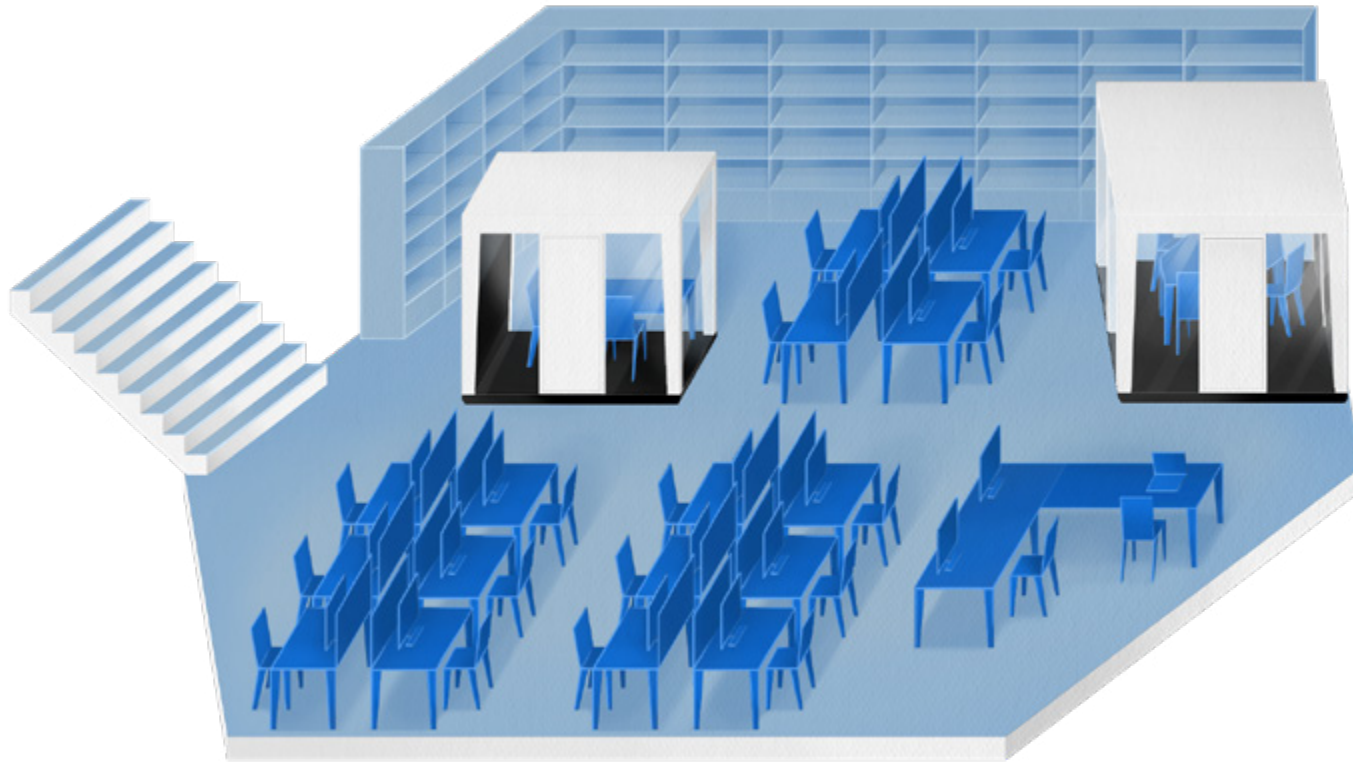
● QUIET WORK AREA



Phone booth – Phone booths should be placed near desks in the work areas. The entrance should face the workstations to make it easy for people to pop in quickly. Phone booths are usually placed in the quiet area and the area for intensive focus: this way, tasks that disturb others can easily be carried out in the pod.

It is important to leave enough space around the pod to avoid obstructing passageways or making the work environment feel confined.

● A SMALL OFFICE WITH AN OPEN-PLAN FLOOR DESIGN



In a compact work environment, there is not enough space to create zones. In such offices, spaces can be divided using pods to create more peaceful environments for carrying out tasks that demand concentration.

Multipurpose pod – A soundproof pod flexibly adapts to users' needs and makes sure that everyone can work in peace. The pod should be furnished so that it can be used for phone conversations, quick meetings with colleagues or intensive solo work.

Here are some more ideas for placing office pods:

- A phone booth in a break room or cafeteria
- A rest area in a lobby or waiting room
- A phone booth in the hallway of a training centre
- A phone booth near conference rooms – it is often necessary to leave the meeting for a moment
- A nap room in a coffee room – furnished for taking a nap, reading magazines or meditating



4 MODULE COLLECTION

Module is an enabler of success in a modern work environment. We combine decades of experience in high-quality engineering and Finnish design to create spaces for hard work, collaboration and tranquility.

MODULE COLLECTION

Module Solo, Duo and Team are spaces of different sizes that allow any office to be equipped with the required number of easily accessible quiet spaces.

All Module pods are provided with acoustic ambience, efficient ventilation for fresh air and glare-free lighting.



MODULE SOLO

Applications:

- Phone calls
- Remote meetings



MODULE DUO

Applications:

- Independent work
- Remote meetings
- Conversations
- Two-person meetings
- Recovery



MODULE TEAM

Applications:

- Two-to-four-person meetings
- Remote meetings

MODULE

Would you like some tips for choosing an office pod?

↳ [CONTACT US](#)

Read more about our Module pods and design your own Module

↳ [MODULESOLUTIONS.EU](#)

MODULE

SALES@MODULESOLUTIONS.EU

+358 10 281 4000

TERVASUONTIE 3

03100 NUMMELA, FINLAND