

老板秘技：办公室要这样才能提高工作效率 PDF转换可能丢失图片或格式，建议阅读原文

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员工的工作效率不仅与其本身能力有关，和办公室装潢也有着密切的关系。怎样才能提高员工的工作效率呢？原来员工的工作效率会受到办公室噪音大小、温度、临时谈话以及舒适度等等因素的影响！怎样改善？想做老板的童鞋们快来充电！

1 Sound Design  
When it comes to creating a productive office environment it's more than just four walls. According to a Cornell University study, even low-level noise in open-style offices can result in higher levels of stress and lower task motivation. If you're going to go with an open office plan, be sure to think about where you place employees who operate at higher decibel levels. Also keep in mind placement of loud appliances such as copy machines. 想要打造高效率的办公环境那么办公室就绝非只是四面墙而已。据康奈尔大学研究表明，在开放式的办公室中即使是非常低的噪音也使得员工们的工作压力变大，完成工作的动机降低。如果你准备打造开放性的办公室的话，那么你就要好好考虑一下在大分贝噪音影响下的员工们应该如何安置。老板们好好思考一下打印机这样的噪音制造者应该放在哪吧。

2 Watch That Dial Room  
temperature can directly influence productivity at work. Cornell University studied the effect of increasing temperatures in the workplace from 68 degrees to 77 degrees. Errors at the company fell by 44 percent and typing output increased 150 percent with the increased temperatures. 办公室里的室内温度对员工的生产效率

也有着直接的影响。康奈尔大学研究表明，当办公室内的温度从华氏68度（20℃）升高到华氏77度（25℃）时，公司出错率降低44%，而打字速度也会激增150%。

3 Tech Intrusion Nearly 60 percent of work interruptions are you guessed it thanks to the Internet. Yes, you can blame Fail Blog for not getting your work done. And don't forget the time spent on social media, e-mail, and switching back and forth between on-screen applications. According to a survey by market research firm uSamp, while social media use can encourage coordination among employees, there's no denying it's a huge distraction. 你猜60%的员工工作时会因为什么而走神？没错，答案是上网。你可以说都是Fail Blog（社交网站）的错，让你流连忘返没完成工作。但是别忘了你花在社交媒体、电邮以及屏幕上各种应用程序上的时间。据uSamp调查公司统计，社交媒体的使用对员工之间的合作关系起到很大的促进作用，虽然这样的确也很耗费时间。

4 Social Butterfly Telephone calls, walk-in clients, that talkative colleague across the way: Unplanned conversations can have a dramatic affect on productivity in the workplace. Phone calls, talking with co-workers, and impromptu meetings make up 43 percent of work interruptions, according to a market research survey. 电话、上门的客户以及和同事聊天这种非计划性的谈话对员工的工作效率有着戏剧性的影响。电话来电、和同事聊天以及临时会议会造成员工43%的工作中断。

5 Sitting Pretty The design of office workstations is often linked to health, comfort, and productivity in the workplace. Chairs that are not adjustable and desks that are too small can cause sore backs and contribute to carpal tunnel

syndrome. A study coordinated by Health and Work Outcomes, an independent health research and consulting company for office furniture manufacturer Steelcase, found that individuals who received office ergonomic training and sat in a highly adjustable chair increased average productivity by 17.8 percent after a year. 办公环境的设计对健康、舒适度以及公司生产效率都有着很大的影响。椅子不合适或者办公桌太小可能会导致背部酸痛和腕管综合症。由“健康与工作产出”调查公司对Steelcase的家具做的调查显示，受过办公室人体工程学培训和坐在舒适度较高的椅子上的员工每年工作效率可以增长17.8%。

### 6 Space Matters

The Wall Street Journal recently published findings from a number of worldwide studies suggesting the space around your workstation could affect not only your productivity, but the style of work you accomplish. Low ceilings encourage analytical thinking, while high ceilings can encourage abstract thought and creativity. Color and light can also change the way we think. Surrounding workers with red walls could stifle creativity, but fuel inside-the-box thinking for tasks that call for small details and accuracy. 《华尔街日报》近日发表的一篇文章中提到员工所处的办公室环境不仅会影响员工的工作效率，还会影响其完成的工作类型。较低的天花板能够促进员工的分析思维，而天花板较高则会促进员工的抽象思维和创新能力。颜色和亮度同样也能改变我们的思维方式。办公室里红色的墙壁会扼杀员工的创新能力，但是会让员工对于特定框架内在细节和精准度上有很大提高。

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