

ADAPT

# TOP 10

## Costly Office Space Mistakes

to Avoid Workspace Regret  
in 2025

A Guide for UK Growth Businesses

ADAPT

# Why read this eBook?



Over 60% of UK companies regret their office space decisions within the first year [1], citing mismatched size, location, and culture fit as major pitfalls—a costly oversight that this eBook will help you avoid.

Office decisions are complex, and mis-steps can have costly, long-term impacts on your company's finances and culture. With the rise of hybrid work and evolving demands, many companies are struggling to find the right balance in their workspace choices.

This eBook is your essential guide to avoiding 'workspace regret', highlighting the top mistakes and how to prevent them, with ADAPT Workspace as your free, trusted partner in finding your perfect workspace solution.

Let's take a look at the top mistakes companies often make—and how you can avoid them to find and create a workspace that fuels your company's success.

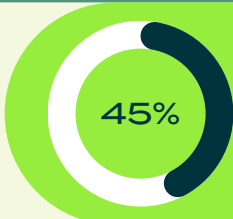
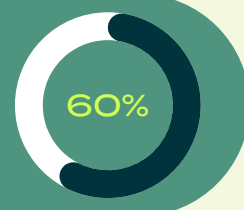
[Book a free chat](#)

# Quick Insights to Avoid Workspace Regret

This ebook explores the essential insights behind smarter office decisions—designed to help growing businesses thrive. Here's a few things it covers:

Over 60% of companies regret their workspace choice in the first year.

Mismatched size, location, or culture fit can cost your business heavily.

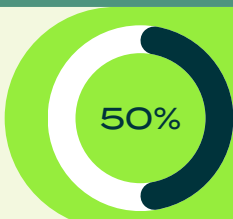
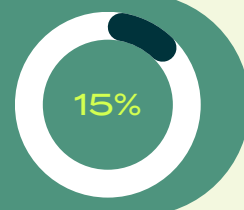


45% of businesses feel they overpay for their workspace.

Often caused by over sizing and also based on outdated working models.

15% reduction in employee retention for companies ignoring hybrid work.

Your office needs to support collaboration and flexibility.

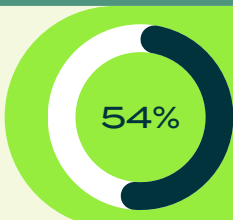


Private meeting rooms sit unused 50% of the time.

Flexible pay as you go meeting rooms can reduce costs by 15%

Companies waste up to £60,000 annually on underused amenities.

Smart design and shared spaces save you money.



Top Talent Prioritises Workspace.

54% of employees rate the office environment as crucial to their job choice.

This ebook from ADAPT Workspace helps you avoid the most common pitfalls, and includes:

- ✓ Tailored solutions for hybrid working and team dynamics
- ✓ Cost-effective approaches to meeting room and amenity use
- ✓ Workspace designs that attract top talent and boost retention

Get actionable insights and strategies to ensure your next workspace supports your business growth!



Book a free chat



# Mistake #1

## Choosing the Wrong Size Workspace

### → The Pitfall

Up to 45% of companies regret their office choice within the first year due to mismatched space needs, with many companies left feeling like they are overpaying. This workspace regret often stems from oversizing or undersizing their office based on shifting post-COVID models [2].

### → The ADAPT Solution

Choosing the correct office space size can be a balancing act. ADAPT takes the time to understand your unique business needs, delving into your hybrid working model and team dynamics. By focusing on your ways of working, not just desk count, we guide you to a workspace solution that suits your growth journey—preventing empty spaces or overcrowding.

[Book a free chat](#)

# Mistake #2

## Ignoring the Flexibility Factor



### → The Pitfall

Companies with long-term leases pre-COVID are now paying up to 25% more per square foot than businesses using flexible spaces [3]. Inflexible leases with a lack of wiggle room on over-long contracts can result in significant financial strain.



### → The ADAPT Solution

In an evolving market, flexibility is key. Many businesses commit to conventional leases too early, missing out on flexible workspaces that can grow with them. ADAPT can help you navigate flexible lease options across London and major UK cities that can evolve alongside your business needs.

[Book a free chat](#)



## Mistake #3

### Underestimating the Impact of Hybrid Working

#### → The Pitfall

A recent study revealed that companies failing to implement hybrid models see a 15% drop in employee retention [4]. With hybrid work here to stay, offices must support collaboration and flexibility for a happy team with a vibrant, dynamic culture.

#### → The ADAPT Solution

There's no one-size-fits-all approach to hybrid work. Some businesses may prefer simple workspaces that feel like 'white boxes with desks in them', but for those seeking more, ADAPT can find inspiring, unique environments where employees love to work. Spaces that will attract talent, yet still feel like home.

[Book a free chat](#)

# Mistake #4

## Failing to Embrace Pay-as-you-go Space Models

### → The Pitfall

Meeting rooms often sit unused for much of the week, costing businesses serious money. With around 20 working days in a month, a meeting room would need to be used nearly 50% of the time to be cost-effective. A WeWork study [5] found companies saved an average of 15% by switching to flexible, credit-based space models, avoiding paying for empty space.

### → The ADAPT Solution

Being open to pay-as-you-go workspace models gives you on-demand access to meeting spaces whenever you need them, keeping your costs low while ensuring availability when you demand it. ADAPT can help navigate how to approach getting access to flexible meeting space—alongside permanent rooms if need be, to maximise your budget.



[Book a free chat](#)



# Mistake #5

## Mismanaging Office Furniture Costs

### → The Pitfall

Even for smaller businesses, office furniture mismanagement or overspend can easily lead to an extra £30,000+ in annual costs from over-ordering or under-utilising ergonomic chairs [6]. It's a sad fact that most companies don't budget effectively for high-quality chairs or desks.

### → The ADAPT Solution

By considering flexible workspace where office furniture is included, you can avoid buying your own furniture and taking on unnecessary overspend. Purchase them yourself and chairs may need replacing every 2-3 years, and adding new ones as your team expands can quickly add up. We work with providers to find flexible, tailored furniture options to meet your evolving needs.

[Book a free chat](#)



# Mistake #6

## Overinvesting in Amenities (The “Ping Pong Table” Trap)



### → The Pitfall

While trendy amenities like ping pong tables and games rooms are cool and enticing for fresh talent, they often go unused. Knight Frank found that companies waste up to £60,000 annually on such amenities [7].

### → The ADAPT Solution

We find and help create smart, functional spaces that inspire. ADAPT once helped a client who was insisting on a ping pong table until realising it would cost as much as two extra hires per year just to fit it in. A ping pong table needs c. 240 sq ft, which can add 25% more to workspace costs in a six-person office. Those savings can go towards team perks, and thankfully, many offices now offer shared spaces for activities like ping pong these days!

Book a free chat



# Mistake #7

## Overlooking Talent Attraction through Workspace Design

### → The Pitfall

Your office is also your shopfront. It's therefore no surprise that the modern workspace environment plays a critical role in talent attraction, with LinkedIn reporting that 54% of employees prioritise the office environment in job decisions [8].

### → The ADAPT Solution

We'll help you find a workspace that makes your team feel good, embodies your culture and attracts top talent. From state of the art barista coffee areas and meeting rooms, to cutting-edge design and tailored branding, we'll help you find an inspiring environment within your budget that feels like home, fuels your productivity, and aligns with your mission.

[Book a free chat](#)

# Mistake #8

## Failing to Design for Efficiency

### → The Pitfall

It pays to optimise how you use your space. Lack of focus on layout planning can reduce productivity by 30%, according to the British Council for Offices [9]. Efficiently laid out and designed spaces encourage collaboration and maximise every square foot.



### → The ADAPT Solution

With 20+ years of experience in the market, ADAPT brings unparalleled expertise in layout planning and workspace strategy, with our founding team trusted by 3,000+ fast-growth companies since 2004. We can act as your dedicated 'property and facilities director,' delivering bespoke solutions that maximise every square foot—because the most expensive space is the one you don't use. With over £500m in workspace contracts negotiated, we consistently achieve material savings for all our clients.

[Book a free chat](#)



## Mistake #9

### Choosing Expensive Office Locations Without Evaluating Value

#### → The Pitfall

It's a little known fact how much business rates in London vary depending on location and property type, with prime areas and popular boroughs commanding higher rates. And cost per square foot varies widely across London too, with rates as high as £115 in Mayfair and £65 in Old Street [10]. Overpaying for location is a common mistake in any big city.

#### → The ADAPT Solution

ADAPT identifies high-value locations—whether in specific areas where your presence is essential or in hidden gems nearby with excellent value and transport links. We help you avoid overspending on flashy hotspots, focusing instead on spaces that drive real productivity and fit your budget and culture.

Book a free chat

# Mistake #10

## Allowing Office Contracts to Auto-Renew

### → The Pitfall

Just as you wouldn't let a utility or car insurance auto-renew without checking for a better rate, office contracts need the same care. Auto-renewals often come with a standard 5-10% increase [11], potentially keeping you locked in outdated spaces and leading to unnecessary overspend. This can also limit your ability to explore better options in the market.

### → The ADAPT Solution

ADAPT serves as your strategic guide, ensuring you never settle into outdated, costly contracts. We review your needs before renewal, helping you renegotiate with your current provider or exploring new options that offer better value and flexibility—keeping your workspace in sync with your evolving business, not on renewal auto-pilot!



[Book a free chat](#)

## CONCLUSION

# Future-Proof Your Workspace with ADAPT

By sidestepping common workspace pitfalls, businesses can unlock substantial cost savings—with ADAPT frequently securing reductions of 10% or more on workspace contracts, with even greater savings on longer-term agreements that keep flexibility intact. And every space we recommend is always chosen to elevate productivity, retention, and growth.

Partnering with ADAPT means tapping into a free, expert-driven service that navigates every step, ensuring you secure a workspace designed for success.

### Ready to Find Your Ideal Workspace?

Book a free consultation with ADAPT and explore your workspace options today!

[Book a free chat](#)



Appendix

# References & Further Reading



1. Employers set to reduce office space - [PWC](#)
2. CBRE Survey: The Workspace Shift - [CBRE](#)
3. Cushman & Wakefield Report on Flexibility - [Cushman & Wakefield](#)
4. Gartner Report on Hybrid Working - [Gartner](#)
5. WeWork Study on Credit-Based Models - [WeWork](#)
6. Steelcase Report on Ergonomic Furniture - [Steelcase](#)
7. Knight Frank Report on Amenities - [Knight Frank](#)
8. LinkedIn Global Talent Trends - [LinkedIn](#)
9. British Council for Offices Report - [BCO](#)
10. JLL Office Space Costs Data - [JLL](#)
11. Office Effective Rents Rise as Concessions Fall in H1 2024 - [CBRE Research](#)



Book a free chat