

ARCNET.STUDIO

SPACE PLANNING WORKBOOK

6 TOOLS TO PLAN, ASSESS, AND IMPROVE ANY SPACE

HOW TO USE THIS WORKBOOK

Work through each page in order.

The Scorecard tells you where you stand. The Flow Map shows where friction lives.

The Pyramid sets your priorities. The Matrix finds your flexible rooms.

The Tracker gives you 30 daily actions to improve everything — no renovation needed.

WHAT'S INSIDE

Scorecard. *Rate your home across 8 dimensions with a score out of 100*

Flow Map. *Trace daily movement and identify friction points in 3 flows*

Priority Pyramid. *Allocate design energy correctly across 4 room tiers*

Flex Matrix. *Identify rooms that can serve alternative functions*

30-Day Tracker. *One action per day — improve your home without renovation*

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Space Planning Scorecard

Rate your home across 8 dimensions. Total your score to understand where to invest first.

INSTRUCTIONS

Score each dimension honestly based on your current home (or plan). Use 0 for not met, half marks for partially met, full marks for fully met.

No	Dimension	Criteria	Max	Your Score
01	Circulation	All primary paths ≥ 90 cm wide. No dead-end corridors. Clear route from entry to every main room without turning sideways.	20	_____
02	Storage	Integrated before furniture. Covers all 4 tiers. At least 20% above current need. Ventilated in humid zones.	15	_____
03	Natural Light	Every habitable room reaches 15% window-to-floor ratio. Primary rooms face optimal solar direction for your climate.	15	_____
04	Zoning	Activities clearly separated — visually or physically. No ambiguous catch-all rooms. Each zone has a defined purpose.	10	_____
05	Flexibility	At least one flex room per floor. Ground floor room convertible. Conduit run to potential future rooms.	10	_____
06	Furniture Fit	60% floor rule maintained in all main rooms. Furniture correctly sized — not showroom scaled. Paths clear around all pieces.	10	_____

No	Dimension	Criteria	Max	Your Score
07	Entry Quality	Dedicated storage for shoes, bags, keys. Adequate light. First impression reflects the home's quality.	10	_____
08	Climate Response	Orientation, shading, cross-ventilation, and storage design suit your specific climate zone.	10	_____
TOTAL SCORE			100	_____/100

HOW TO INTERPRET YOUR SCORE

80–100	Excellent	Your space planning is solid. Proceed to interior design: materials, colours, and furnishings.
60–79	Good foundation	Identify your two lowest-scoring dimensions and address them before spending on finishes or furniture.
Below 60	Prioritise now	Do not invest in decoration yet. Space planning issues compound over time. Fix the structure first.

Space Flow Map

Trace how everyone in your household moves through the home. Where you feel friction, you have a space planning problem.

INSTRUCTIONS

Follow each flow as you actually live — not as you wish you lived. Mark any step that feels cramped, slow, or cluttered as a friction point. Steps that appear as friction points in more than one flow are your highest-priority improvements.

MORNING FLOW	EVENING FLOW	WEEKEND FLOW
Step 1: _____	Step 1: _____	Step 1: _____
Step 2: _____	Step 2: _____	Step 2: _____
Step 3: _____	Step 3: _____	Step 3: _____
Step 4: _____	Step 4: _____	Step 4: _____
Step 5: _____	Step 5: _____	Step 5: _____
FRICTION POINTS _____ _____	FRICTION POINTS _____ _____	FRICTION POINTS _____ _____

PRIORITY IMPROVEMENT LIST

Where friction points appear most often across all three flows — those are your highest-priority space planning improvements. List in order of frequency:

PRIORITY 1 <i>(most friction)</i>	Room / transition: _____ Action needed: _____
PRIORITY 2	Room / transition: _____ Action needed: _____
PRIORITY 3	Room / transition: _____ Action needed: _____

Room Priority Pyramid

Allocate 60% of your space planning energy to Level 1 rooms. You use them every single day.

1

DAILY LIFE — HIGHEST PRIORITY — 60% of energy

Kitchen · Primary bedroom · Main bathroom · Entry

Used every day. These rooms have the highest impact on quality of life. Get them right before spending anything on Level 3 or 4 rooms.

2

REGULAR USE — HIGH PRIORITY — 25% of energy

Living area · Dining area · Home office

Used most days. Significant impact on social life and productivity. Invest after Level 1 rooms are well planned.

3

PERIODIC USE — MEDIUM PRIORITY — 10% of energy

Guest bedroom · Secondary bathroom · Utility room

Used weekly or when guests visit. Functional design is sufficient. Don't over-invest at the expense of Level 1 and 2 rooms.

4

OCCASIONAL USE — LOWEST PRIORITY — 5% of energy

Formal living · Garage · Storage room

Used rarely. Finish to a clean, functional standard only. These rooms are often the best candidates for flexible re-use — see Page 5.

ROOM-BY-ROOM CHECKLIST

- ☐ **Living room:** Conversation zone within 3.5 m · 40% clear floor area · circulation unobstructed · 3 independent lighting zones
- ☐ **Kitchen:** Work triangle efficient · 90 cm+ between island and wall · extraction planned · storage before appliances
- ☐ **Primary bedroom:** 60 cm each side of bed · wardrobe accessible · light controlled · minimum 10 m²
- ☐ **Main bathroom:** Shower 90×90 cm min · 70 cm clear in front of vanity · ventilation confirmed · wet/dry zones separated
- ☐ **Home office:** Desk faces wall or window · 100 cm+ behind chair · acoustic separation · natural light on desk
- ☐ **Entry:** Hook for keys · shelf for bags · shoe storage · adequate light · sets tone for the whole home

Home Flexibility Matrix

Identify which rooms can serve an alternative function. Design for your next ten years, not just today.

INSTRUCTIONS

Fill in the Notes column with anything specific to your home. Mark any room you plan to convert within the next 3 years. Then prioritise changes by difficulty — start with Low.

Current Room	Alternative Use	What It Needs	Difficulty	Notes
Study / home office	Guest bedroom	Murphy bed or day bed · wardrobe with hanging space · desk easy to clear in 10 min	Low	
Formal dining room	Home office	Built-in desk with storage · additional power outlets · acoustic treatment on one wall	Low	
Formal living room	Teen lounge or gym	Clear floor area · sound-absorbing panels or thick rug · blackout capability	Medium	
Garage bay	Workshop or studio	Insulation · task lighting · ventilation · sealed floor · power outlets at bench height	Medium	
Ground floor bedroom	Elderly parent suite	Step-free entry · wet area access · grab rails · proximity to main bathroom	High	
Baithak / formal room	Prayer or quiet room	East-facing orientation · storage for items · easy-clear furniture · soft flooring	Low	

RULES FOR FLEXIBLE ROOMS

- ☐ **Design for two functions, maximum three.** A room serving more than three purposes serves none of them well. Pick the two most important and optimise for those.
- ☐ **Start with the most demanding use case.** Usually the guest bedroom or home office. Make sure other functions work within those constraints — not the other way around.
- ☐ **Switchover must take under 15 minutes.** If converting between modes requires more than 15 minutes of effort, the room will default to one function permanently within six months.
- ☐ **Storage is the key variable.** Every flexible room needs storage sufficient for both uses. If one use's items have nowhere to go, the conversion will not happen.

30-Day Action Tracker

One focused action each day — no renovation needed. Tick each box when complete.

WEEK 1 — DECLUTTER AND ASSESS (DAYS 1–7)

DAY 1	DAY 2	DAY 3	DAY 4	DAY 5	DAY 6	DAY 7
Photograph every room	Complete Scorecard	Draw Flow Map	Find 3 friction rooms	Declutter room 1	Declutter room 2	Assess storage tiers
☐	☐	☐	☐	☐	☐	☐

WEEK 2 — IMPROVE CIRCULATION (DAYS 8–14)

DAY 8	DAY 9	DAY 10	DAY 11	DAY 12	DAY 13	DAY 14
Tape 90 cm paths	Move blocking furniture	Test entry function	Clear kitchen paths	Check bedroom 60 cm	Count bottlenecks	List improvements
☐	☐	☐	☐	☐	☐	☐

WEEK 3 — OPTIMISE FURNITURE (DAYS 15–21)

DAY 15	DAY 16	DAY 17	DAY 18	DAY 19	DAY 20	DAY 21
Measure all rooms	Calculate 60% ratio	Rearrange living room	Test dining 90 cm	Tape new layouts	Audit storage furniture	Compare Day 1 photos
☐	☐	☐	☐	☐	☐	☐

WEEK 4 — CREATE FLEXIBLE SPACES (DAYS 22–30)

DAY 22	DAY 23	DAY 24	DAY 25	DAY 26	DAY 27	DAY 28
Find lowest-use room	List 2 alt. functions	Research changes	Implement quick wins	Map light in all rooms	Move desk to best light	Complete Pyramid
☐	☐	☐	☐	☐	☐	☐
DAY 29				DAY 30		
Update Flex Matrix				Rescore Scorecard (compare to Day 1)		
☐				☐		

DAY 1 VS. DAY 30 SCORE COMPARISON

DAY 1 SCORE / 100 Fill in after completing the Scorecard on Day 2.	DAY 30 SCORE / 100 Fill in after re-completing the Scorecard on Day 30.
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KEY INSIGHT

An improved score on Day 30 means your home now functions better — without spending a single rupee on renovation.

The 30-day process is repeatable. Run it again in six months for the next layer of improvement.