



# 5 TIPS for less stress in the office



April is Stress Awareness Month, which means it's the perfect time to reduce the stress in your work life. From breakroom essentials and desktop accessories to cleaning supplies and office furniture, Office Depot® has what you need to improve your workspace well-being.

**To get started, follow these 5 simple tips:**

## TIP #1

### Drink plenty of water.

Stock up on bottles to use at your desk or for meetings. Or make frequent trips to your office's water dispenser. Crisp, cold water gives you a boost during the day.

## TIP #2

### Don't eat alone.

No need to eat at your desk. Socialize with colleagues in your breakroom. A well-stocked, clean breakroom lends to happy dining.

## TIP #3

### Declutter and organize.

Get rid of items that serve no purpose and file away paperwork that you don't need right away. Use a calendar or planner to keep you on track.

## TIP #4

### Clean your workspace.

After your space is organized, clean your workspace just like you would your home. You do spend most of your day there!

## TIP #5

### Sit comfortably.

Don't let your desk job take a toll on your body. Choose an ergonomic chair that offers lumbar support to improve posture and reduce leg tension.



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