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Your source for business solutions, industry trends  $\checkmark$  and office inspiration.



#### Take Comfort In Your Workspace With the right furniture pieces and decorative

accessories, it's possible to create an atmosphere that's both comfortable and functional. OfficeMax® offers a variety of furniture and design options to help enhance comfort and productivity at the office.

# WORKING SMARTER

# Sit Properly

Unless a chair is adjusted to fit a person's specific height, the ergonomic benefits aren't in full use. Your chair should be custom fitted in the following ways:



Height Adjustment Regulates height of chair relative to floor.

Pneumatic Seat

Back Height Adjustment

Positions lumbar

support within

a fixed range.



The most common system, standard tilt positions the pivot directly above center of chair base.



#### Allows users to lower

or raise arms for

Adjustable Arms

forearm support and relief of neck and shoulder tension.



## Most employees can't work properly when surrounded by

Straighten Up

clutter. In fact, research shows most people spend up to two hours per day looking for stuff they've misplaced. To minimize distraction, use a vertical desktop file sorter to organize documents and keep them within eyesight. Or, try lateral filing cabinets to add storage and help reduce clutter. Select Style



## Adding style to your office space is a great way to bring focus

and comfort. Transform bare walls with decorative artwork, cubicle extensions and fashionable accessories from officemaxsolutions.com. You can also enhance lighting by turning off overhead fluorescent lights and instead use floor and desk lamps.



SPOTLIGHT ON





#### perfect workspace. The OM Workspace team works to help configure a custom floor plan, make color and finish selections, specify furniture elements and more—all to create

From concept to completion, OM Workspace offers the elements needed to design the

an environment that's productive, efficient and inspiring. As the premier contract furniture division of OfficeMax, OM Workspace provides creative professional services, as well as personalized and ongoing design support. From desks, workstations, and private offices to conference rooms, reception spaces

and customer seating, endless possibilities can be created to perfect an efficient

work environment. Learn More BY THE NUMBERS

The number of hours the average

American sits at a desk per workday.

While quantities last.

You tell us...

EXCLUSIVE OFFER

Source: livestrong.com

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# Get a Paper Mate InkJoy™ Pen for **1¢** with any purchase\* on officemaxsolutions.com. \*Color and type of pen varies by purchase. Limit one per customer. SAY WHAT? Introducing you to the latest in office lingo, so you're never left speechless!

#### How do you add comfort to your workspace?

OFFICE INPUT

### decorative rug. b. I upgraded to an executive chair,

complete with cushioned headrest! c. I put a plant on my desk.

At work, coffee is my only comfort.

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quilted pillows, soft lighting and a

Take the Survey i

# I have a custom-fitted backrest.

### Word: productinate\* [v.] **Definition:** to put off an important task

by performing a task of less priority.

Now, try productinate in a sentence! I know the CEO's report is due tomorrow,

but first I'll productinate and reorganize my whole office. Source: urbandictionary.com

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