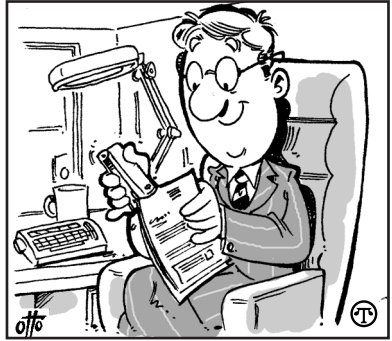


Achieving Work/Life Balance With Smarter Workspace Habits

(NAPSA)—It's 5:00 p.m. and you glance at your list of "things to do." You need to leave the office at a reasonable time today, but let's face it, you also have at least another hour's worth of work to do. Where did the day go, and how on earth did you manage to get so little done?

This scenario is all too familiar to most of us. However, there is a solution. A little space reorganization and changing small habits can make a big difference. Most importantly, take the time to arm yourself with the most appropriate tools to get the job accomplished efficiently. Even the best-decorated office doesn't lend itself to efficiency if not properly equipped.

Swingline, a leading brand in workspace tools, spent the last two years conducting consumer research among office and small home office workers, to find out exactly what America's busiest professionals wanted and needed from their desk accessories. In response, Swingline is introducing an innovative new line of staplers that offer myriad time-saving and stress-reducing amenities, including a low-staple indicator to let you know you're running low on staples, storage space for extra staples (no more running to the supply room!), a hidden staple remover and jam-free guarantees. "Taking advantage of smart workspace tools that are best suited to fit your specific needs and personal workstyle, should be one of the first steps in creating a productive work environment," says Jeff Ackenberg, vice president of marketing, sales and new product development at Swingline. And, you'll achieve more in a day, allowing you more time to pursue outside endeavors!



Take these workday tips into consideration to help improve your efficiency:

- Keep paper clips, binder clips, and notepads in stock and within reach.
- If you have an office, close the door and post a note saying you're working on deadline (if you're in a cubicle, put the note on your nameplate).
- Discard broken or outdated desk accessories and replace them with more modern, better-functioning items. The new look can brighten your space and your mental outlook.
- Take initiative and order or find tools that fit your needs. Utilize office furniture and desk tools that are easy-to-use, are made ergonomically to reduce stress on your body, and help make your job easier (if the hole punch only punches a few pages at a time, find one with higher capacity, and finish projects sooner).
- Turn your radio volume down and tune to a classical music station.
- Determine the time of day you work best, and schedule your meetings and big projects during those times of the day.

For more information on ergonomic products and finding the smartest tools to fit your job, visit www.swingline.com.