

Office Management

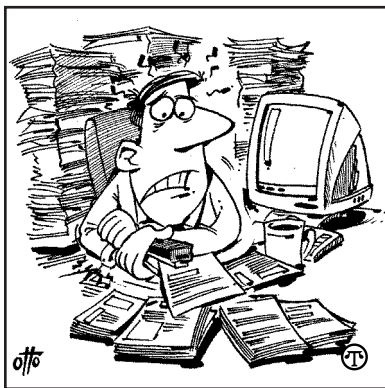
Tackle Work-Related Stress With Smart Workspace Tools

(NAPSA)—In today's workplace, many people have to do twice as much in half the time without compromising quality. That adds up to one thing—stress. Overloaded schedules, excessive demands and difficult co-workers all can bear down, causing tension and anxiety.

Routine activities, such as typing, filing and stapling, also can inflate stress. When frequently done over time, these tasks can fatigue fingers, hands and wrists. Fatigue can then lead to irritation, discomfort and pain, which can bring about such ailments as aches, tenderness, swelling, numbness and tingling. For many, the end results can be chronic or debilitating illnesses, such as tendonitis or carpal tunnel syndrome.

To reduce such stress, surround yourself with tools that make daily tasks easier. Swingline®, a leading brand of staplers and punches, has created new ease-of-use workspace tools to minimize strain on fingers, hands and wrists caused by such repetitive tasks as stapling and hole punching. For example, Swingline's Light Touch Heavy Duty Punch requires only two fingers to operate. That means you don't have to stand for extra leverage, and can punch up to 32 sheets without arm or back strain.

Swingline's Soft, Smooth and Comfort Grip Staplers also offer softly molded grips and rounded contours for revolutionary comfort. Available in standard or compact sizes, you can adapt them to



your hand size. They also stand on end, so they're easy to grab from a cluttered desk.

After you customize your workspace, try the following stress-reducing tips:

- *Watch your posture.* Avoid bending your wrists, or working with your elbows raised toward shoulder height.

- *Exert force in ways that generate the most strength.* When you push down, use a straight arm. Conversely, when you push forward, bend your arm.

- *Reduce pressure on your hands.* When using hand tools, keep large surface areas in contact with your hand. As you grip, position the tool in the "fat pads" of the palm and fingers.

Although work stress may be inevitable, with the right tools you can keep it at a minimum.

For more information on ease-of-use products or ways to reduce work-related stress, log on to www.swingline.com/reducestress.