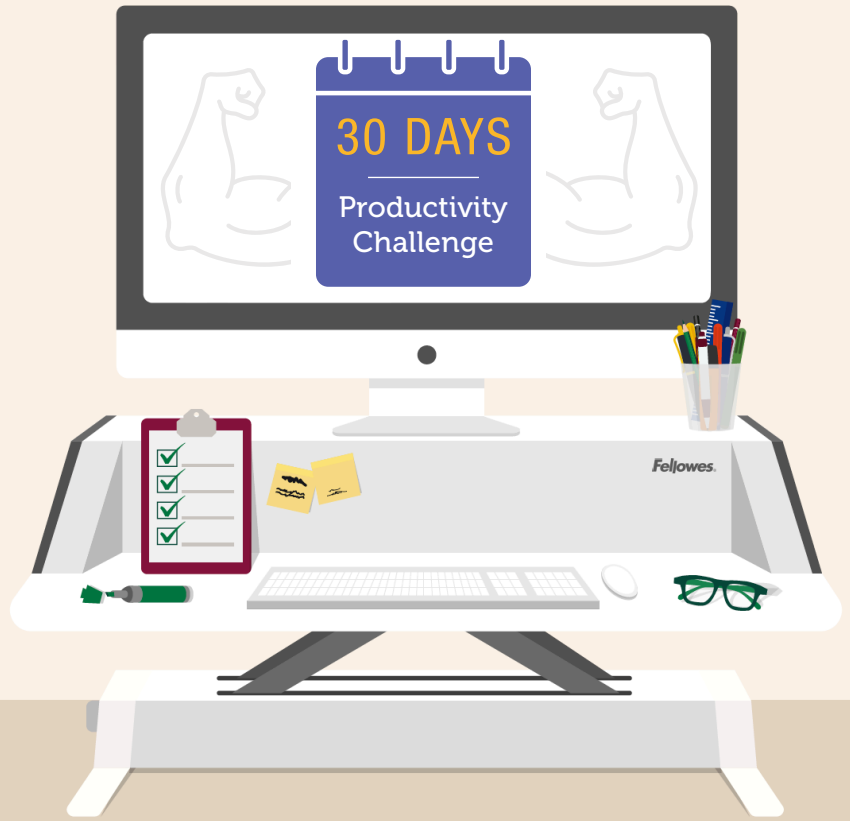




AT FELLOWES, WE BELIEVE IN WELLNESS.

We believe in products that improve life at work. That's why we create them. With the launch of our Sit-Stand Workstations, we wanted to provide you with a 30-day Quick Start Guide to lead a more productive, active life. Try adding these tips to your day and see how you feel at the end of the month. Hopefully, you'll be moving effortlessly just like our Sit-Stands.



Track the Time You Spend on Tasks & Limit it

1

Start keeping track of how long it takes to do certain tasks throughout your day. You may be surprised to find that simpler tasks are take longer than they should. Time tracking tools like Toggl can help.



Take Breaks

2

Taking breaks can help improve concentration. Research shows that taking short breaks during long tasks helps you maintain a consistent level of performance. With your Fellowes Sit-Stand, it's easy to take short breaks shifting from sitting to standing positions.



Set Your Own Deadlines

3

If a task doesn't come with a deadline, give yourself one. You may be surprised just how focused and productive you can be.



Follow the "Two-Minute Rule"

4

Implement the "two-minute rule" to make the most of small windows of time that you have at work. If you have a task or action that you know can be done in two minutes or less, do it right away.



Have You Stretched Today?

5

Did you know: Doing a quick 5-minute stretch improves circulation, helps maintain better posture and relieves stress.



Exercise at Work
a.k.a. Deskerercise!
Round 1

6

Here are a few exercises you can do at work that will get your heart pumping! StairMaster - climb the stairs in your building a few times a day. Calf Raises while standing - simply lift yourself up and down on the balls of your feet to work out your calves.



What's the Most
Productive Thing
You Did Today?

7



Take Advantage
of Your Commute

8

If you commute via public transportation, use that time to pound out some emails, create your daily to-do list, or do some brainstorming.



Walk Around.
Move Effortlessly

9

Instead of sending an email, go talk to a co-worker in person. Get up and stretch your legs. Get some coffee. Use Fellowes Sit-Stands to easily adjust and intuitively shift your position throughout the day.



Eat Energy
Boosting Foods

10

Spinach delivers B vitamins to fuel metabolism and cell-protecting antioxidants. Greek yogurt is a great protein to give you sustained energy. Quinoa is fiber-rich, a healthy fat, and a complete protein.



Deskerercise
Round 2

11

Chair Squats - position yourself as though you are going to sit in a chair. Instead of sitting, hover slightly over the seat and stand up. Repeat 20 times.



Share it
@FellowesInc

12

Which energy boosting foods are working for you? What's your favorite healthy snack during a hard work day?



Turn Off
Notifications

13

It's easy to be distracted when a text pops up while you're working, but answering it has the potential to disrupt your entire "flow." During work hours, turn off your notifications, and instead build time in your schedule to check messages.



Try Working in
90-Minute Intervals

14

Research shows that people, who work in intervals of no more than 90 minutes are more productive than those who work 90 minutes-plus. After spending 90 minutes on a task, get up and move around. And don't forget to alternate between sitting and standing during your working intervals!



Deskercise
Round 3

15

"Track" Laps - walk the outer perimeter of your entire office 3-5 times during your lunch break. It will even help aid digestion!



Get Some
Decorations. Add
Color. Add Plants.

16

Aesthetically pleasing elements like plants can increase productivity by up to 15 percent. Decorate your office space with pictures, candles, flowers, or anything else that puts a smile on your face.



What's Your
Favorite Song
at the Moment?

17

Did you know: Listening to music helps cognitive performance, elevates mood and increases motivation.



Set Your Schedule
for the Next Day
Before You
Leave the Office

18

Prioritize the most urgent tasks. Don't forget to leave your list in plain view. The built-in device channel on the Lotus™ Sit-Stand Workstation is a great place to set your list where you're sure not to miss it!



Avoid Heavy
Lunches

19

Snack on foods high in protein, fiber and antioxidants throughout the day, like granola and berries. Stick to whole foods. If you do feel a little heavy after lunch, don't forget to be mindful to switch up your working position, alternate between sitting and standing, and walk around.



Deskercise
Round 4

20

Ab Squeeze - simply take a deep breath and tighten the abdominal muscles, bringing them in towards the spine as you exhale. Stay squeezed for 5-10 seconds and release. Repeat for 12-15 reps.



Keep Your
Workspace Clean

21

Keep your desk organized and free from clutter. The time you spend looking for something on a crowded desk adds up to additional minutes to get work done. Lucky for you, all Fellowes Sit-Stands have built-in cord management to keep your desk free of cords!



How Many Glasses
of Water Have
You Drank Today?

22

Did you know: You should drink eight, 8-ounce glasses of water a day.



Get Your Most
Dreaded Task
Out of the Way

23

We all have that one thing on our to-do list that we keep avoiding. You should start and get it off your plate immediately. Everything else you have on your list won't look as bad by comparison!



Exercise Outside of Work

24

Exercise isn't just good for your body, it's also good for your mind. It releases endorphins and can have a positive impact on your work performance. Try starting your day with a run or a gym workout and see how it makes your day more productive.



Find Your Productive Time of Day

25

Everyone has a time during the day when they feel more productive. Find out when that is and optimize your work schedule accordingly.



What's Your Favorite Thing About Your Fellowes Sit-Stand Workstation?

26



Prep Your Meals

27

Plan all your meals for the week ahead of time. Cook in bulk. You can then portion out and freeze meals for the entire week. This will save you precious time deciding what to eat during a hectic workday.



Sleep More

28

Get those 8 hours in every night. A refreshed, well-rested person is more productive and better able to navigate through a long work day.



Learn to Say "No"

29

Recognize when your plate is full and learn to say "no." Often we feel that when we take on more tasks, we become more valuable. But we can't handle everything and must learn to recognize our limits. It's better to do a few things really well than to do several things in a mediocre fashion.



30 Days Later, What Do You Notice Most?

30



CHEERS, TO GOOD HEALTH!



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WORK BETTER™

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