

Grant River
office products

Office Products
With a Personal Touch.

February 2019

651-293-1135

Create a Happy Office



We talk often about ergonomics and how it's an important consideration when purchasing office furniture. However, in its broad definition, ergonomics refers to the creation of a work environment that is conducive to employees. Conducive or to make comfortable. Yep. That's what we mean in a nut shell. Making the workplace a comfortable environment for those working within it. Why? Good ergonomics play a role in productivity and the reduction of work-related burnout. Working conditions that are uncomfortable make employees unhappy. These conditions often lead to higher employee

turnover and reduced productivity.

Making workers comfortable goes beyond a sit/stand desk, for example. Things like appealing décor and music also play a role in productivity and comfort. We've pulled together a list of things you and your employees can do to make work life better for everyone.

As an employer there are things you can do, but some of our suggestions require employees to take control of their own space to make it better.

1. Declutter the desk. Clutter causes fatigue and promotes lack of concentration. Getting rid of the 100 sticky notes on the computer monitor and putting away paper helps clear the mind and allows for focus. Cleaning up a messy desk is can be as easy as taking a few minutes at the end of each day to put things away. A clean desk makes for a better and more productive morning.
2. Plants help. We're talking about the living kind that get the right amount of water and sun light. Happy plants promote happy living in the office. They look good and are rumored to help clear the air of toxins. It's worth a try!
3. Lighting is a big deal. Both too little and too much light are productivity life suckers. Natural light is always best, but if you're in a space with no outside windows, buy table lamps. Lamps help to focus light and warm up spaces making overhead lighting less intrusive. It might even help concentration throughout the day.
4. Decorate the space. Blank walls, harsh paint, chipped paint, and obnoxious colors do not create appealing spaces to work within. Great River Office Products has an excellent design team on staff that is ready to help find the right décor for a pleasant working environment.
5. Don't forget the ergonomic furniture. Beyond anything else, having the right desk, chair, and the ability to alternate between sitting and standing, are the keys to keeping your workforce energized and focused. Our ergonomic experts are here to help. Give them a call for a consultation.

We have great tips on keeping your office productive and efficient. Ready to learn more? Contact us today.

Stop the Flu from Spreading



As the weather continues to be uncomfortably cold, the flu is becoming more and more prevalent. Each year, on average, five to 20 percent of the United States population gets the **flu**. It is estimated that the **flu** results in 31.4 million outpatient visits and more than 200,000 hospitalizations each year.

The flu is easily spread by touch, the flu can spread like wildfire in a work environment. With people using the same meeting rooms, bathrooms, coffee maker, vending machines, and elevators it's little wonder why if one person gets sick at work, chances are good lots of people will get sick.

What to do when the flu starts to spread:

1. Sick employees need to stay home. Period. Whether it's the CEO or the janitor, it's simply not worth spreading the germs around the office.
2. Disinfect phones and keyboards. Even if these items are not shared by others, it's a good idea to spray or wipe down keyboards and phones. Door knobs are always great places for germs to hide and spread.
3. Clean the office duct work. The flu virus and cold germs stick around. Getting your ductwork cleaned can help and it will reduce the amount of dust that builds up on surfaces.
4. Air purifiers. There's also something to be said for a good air purifier. Germs go

everywhere. It can't hurt to suck them out of the air before they land on your desk.

As always, you can count on Great River Office Products to carry everything you need for the office and that includes cleaning supplies. With our next day delivery in the metro area service, you won't need to go into the cold to get these products.

Stay healthy and warm this winter!



**Brrrr....It's COLD outside.
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Buy City Girl Coffee, a local Minnesota company whose mission is to bring awareness and equality to women of the coffee industry. Want to try it? For a limited time, get the Guatemalan, Sumatra, and Breakfast Blend for only \$10.99 per bag - over 25% off! Buy your grounds now before the sale ends on February 28 (while supplies lasts)!



Ask about these
pod flavors too!

Lorell Conference Table Top



LLR59628

Offers Valid Through February 28, 2019

Lorell Rectangular Conference 4-leg Table Base



LLR59585

Offers Valid Through February 28, 2019

Lysol Disinfecting Wipes



RAC93010CT

Offers Valid Through February 28, 2019

Gojo Purell Instant Hand Sanitizer Pump Dispenser Bottle



GOJ965212CT

Offers Valid Through February 28, 2019

Lorell Adjustable Height Footrest



LLR12818

Offers Valid Through February 28, 2019

Lorell Sit-to-Stand Electric Desk Riser



LLR99548

Offers Valid Through February 28, 2019

Coffee Corner

Cinnabon Brown Sugar Classic Cinnamon Roll Coffee



GMT6305

Offers Valid Through February 28, 2019

Lipton Soothe Smooth Green Tea



GMT6868

Offers Valid Through February 28, 2019

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