Considering the average American spends roughly one-third of each day at work, the time we spend at the office adds up quickly. It's more important than ever for employers and employees alike to take charge of office health, and create environments that alleviate stress and fatigue while promoting productivity and creativity. Here are some tips to help that happen:

**THE RIGHT TEMPERATURE**
Avoid extremes — studies show optimal temperature for productivity is 72-76 degrees Fahrenheit.

**PROPER LIGHTING**
Natural light can reduce fatigue and stress. If natural light isn’t an option, try using full-spectrum lights.

**CALMING COLORS**
Incorporating cool colors like lavender or aqua can help lower stress levels in the office.

**A LITTLE GREENERY**
Plants will oxygenize and humidity to dry office air and increase creativity.

**THE PERFECT CHAIR**
Use a chair that supports your lower back and has adjustable height so you can set it with your knees parallel to the ground.

**PROPERLY POSITIONED MONITOR**
Place your screen at eye level and about 18 to 28 inches away for an arm’s length to limit strain on your eyes and neck.

**POSITIVE MEMORIES**
Keep a photo of an important person, pet, or positive memory ready for tough days.

**HANDS-FREE HELP**
Use a headset to avoid neck pain from holding a phone to your ear with your shoulder.

**SOOTHING SOUNDS**
Turn on relaxing background noise with an iPod, engravings, sound machine, or even a fan.

**TEMPERATURE CONTROL**
Keep an extra sweater or wrap handy in case.

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**HEALTHY WORK HABITS**

**Walking Meetings**
When meeting one-on-one or with small groups, try “walking meeting.”

**Get Moving**
Encourage efforts to use break time to be physically active and get sunshine and fresh air.

**Smart Snacking**
During meetings or events, ensure that snacks or meals include healthy options.

**Be an Example**
Model these healthy behaviors and workplace routines to be a champion of office well-being.

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**WHY THESE THINGS MATTER**

**It Matters to Employees**
Employees recognize the effect their office environment has on their health and well-being — and they’re willing to take action.

- 3 in 4 workers have accepted or left a job due to the condition of the building and work amenities offered.
- 60 percent of workers say the overall condition of their office affects how they perceive their employers.
- 6 percent of millennials would accept a pay cut in exchange for a healthier office environment.

**It Pays Off for Businesses**
Employees are more productive in healthy office environments. For example, REI, an architecture firm in Denver, created a cafe, and indulged a delight to increase views and natural light and saw many benefits.

- 59 percent of employees said their personal productivity increased.
- 62 percent of employees and the new space would improve attraction and retention of employees.

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**SOURCES**
HOLTH.COM, UNIVERSITY OF MINNESOTA, VELSDAN UNIVERSITY OF TECHNOLOGY, LAWRENCE BERKELEY NATIONAL LABORATORY, ENERGY TECHNOLOGIES DIVISION, ECONOMICANDINCOME.COM, DENTON BUSINESS WEEKLY.