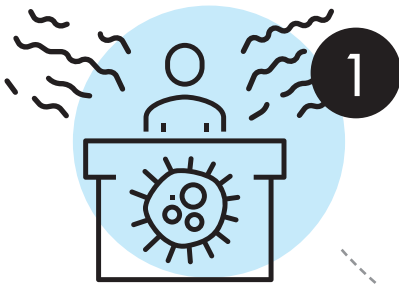


5 ways to brighten the day

Office support and HR teams are the unsung heroes of the workplace. You'll often find them wiping down meeting room tables, collecting cups, or even tidying restrooms.

It's time to give them a break...

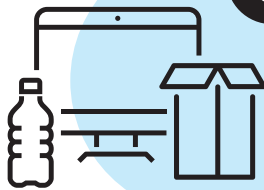


1 Eat away from your desk.

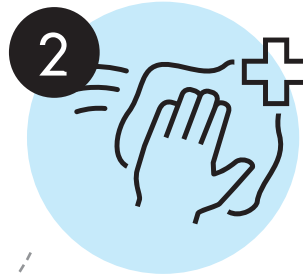
Did you know that the average desk is dirtier than a toilet seat? Eating at your desk not only puts yourself at risk of nasty germs but can also be unpleasant for co-workers. Please be considerate, take a break and eat in designated areas.

Cut the clutter.

If your workspace is messy, your colleagues are more likely to think you less conscientious, even neurotic or disagreeable.



3



2

Wipe it down.

If you share your workspace with others be sure to give it a wipe down each day so it's clean for the next person. The average telephone harbours over 25,000 germs and some of these can make you unwell.



4

Pick it up.

Be a responsible member of the workplace. If you see trash on the floor pick it up and put it in the bin.



5

Round up the cups.

Help your support and cleaning staff by returning cups and glasses to the designated area, particularly at the end of the day.

www.hbr.org/2019/03/the-case-for-finally-cleaning-your-desk
www.news.umich.edu/is-your-office-messy-if-so-you-may-be-seen-as-uncaring-neurotic/
www.entrepreneur.com/article/314951