



GIVE THOSE EYES A SHORT BREAK

You're exhausted, and so are your eyes. Give them a quick rest from all the screen time with the 20-20-20 Rule: Every 20 minutes, look 20 feet away from your screen, for at least 20 seconds.



TWO MINUTE DESK CLEAN

We know what your desk looks like by February, and it's not pretty. Set a timer for 120 seconds and get to it -- file loose papers, store stray supplies, toss what you don't need. For bonus points, use a cleaning wipe to collect the assorted crumbs. (Don't be embarrassed, we're all in the same boat here.) A quick tidy will help you be more productive, and help you think a little more clearly too.



STAY HYDRATED

One thing that should not get tossed is your water bottle. It's crucial to stay hydrated. Some CPAs swear by [bottles labeled with time increments](#) -- that keeps their water consumption on track throughout the day. Others just drink when they get thirsty. Either way, keep your bottle front and center, and refill it often.



REALISTIC SELF CARE DURING TAX SEASON

Most people who talk about "self-care" have no idea what tax season is like. As such, their ideas just aren't practical. At Capstan we understand what you're dealing with, and compiled some more realistic suggestions.

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GO HOME AT A DECENT HOUR WHEN POSSIBLE

We understand that you can't just call it a day at 6pm. However, don't stay late in the office every night. Try to mix it up when you can -- go home, have dinner with the family, decompress a little, and then log back in later. An evening break from the office can be really invigorating, and may set you up to be more productive later that night.



LAUGH

Keeping your sense of humor during tax season is essential. No one has time to go to the movies, but a quick video at your desk is doable. We're big fans of [SNL](#) -- the sketches are 6 minutes long at most, and make a great palate-cleanser between tasks.



KEEP HEALTHY SNACKS ON HAND -- BUT DON'T BE AFRAID TO TREAT YOURSELF

Hopefully your office is stocked with healthy, shelf-stable foods -- we're all about [Kar's Trail Mix](#) at Capstan. However, there are moments during tax season that call for chocolate and chocolate alone. In case of emergency, have something tasty and cute on hand, like these [Moodibars](#) -- pick the square that matches your mood, and pass them around to give everyone a lift.



GET A GOOD STRETCH WITHOUT LEAVING YOUR DESK

Unless you have a standing or treadmill desk, you probably sit a lot. To combat stiffness, try these [quick stretches designed to be done right at your desk](#). In less than 5 minutes you can relieve a lot of tension and return to work refreshed.



To view the "orange" links, scan the QR code to the left of that link.