



Thirteen ways to be **greener** at the office

1. **Turn off your computer** when you leave for lunch today (and at the end of the day).
2. **Turn off any "extras"** at your desk/office for the day (lamp, radio, foot warmer, overhead lights).
3. Flick off one **common area switch** today that you walk past (as long as no one's using it).
4. Flick off one **coworker's unused light/appliance** (with a friendly smile).
5. **Check your trash can for any recyclable paper** and put it in the right place (if your desk is not equipped with a recycle box to conveniently drop stuff in, email me or your nearest EnergyWise representative).
6. Wash your hands **only with cold water** all day.
7. **Turn off your main office light** and let the sunshine light up your life today.
8. **Don't drive your car** at lunch (carpool, walk to nearby lunch spot, or look around for meeting leftovers).
9. **Print everything on the back of used paper** today (load the bypass tray of your favorite printer with recycle and print from there).
10. Always **print double-sided** (when not printing on scrap paper).
11. **Refrain from printing** one item that you're tempted to print but you don't really need.
12. **Encourage one other person** to do any of the above.
13. **Keep this up** for 30 years or so.