

## Eco-Friendly Tips for the Workplace

**Here are some quick tips that can help any sized business improve efficiency.**

1. Turn off computers and other office equipment when they are not in use.
2. Turn off the lights every time you leave your office
3. Lower your heater thermostat to the lowest comfortable setting when your business is occupied. Set the temperature back further when the business is unoccupied.
4. Use paper efficiently by printing double sided and using shredded scrap paper as packing materials for shipping.
5. Decorate with plants and recycled art
6. When you receive shipments, save the boxes for your future use
7. Talk to your building manager about incorporating recycling programs, as well as energy and water-efficient appliances.
8. Offer paperless billing to reduce costs associated with materials and mailing.

**Operating in an efficient manner is important, and engaging your customers and employees can also make a difference.**

1. Consider teleworking as an option for employees.
2. Encourage employees to keep reusable mugs and bottles at work.
3. Ask your employees for ideas on how to operate more efficiently.
4. Survey employees to assess where they feel they can make a personal difference.
5. Develop messaging that allows employees to know the focus isn't just to save money, it's to save the environment.
6. Track progress and reward the wins.
7. Conduct sustainability challenges, pitting departments/floors against each other for a prize and department/floor pride.
8. Offer discounts to customers who bring their own bags or opt out of taking one.
9. Add a note to your email signatures with the message: *Consider the environment. Please print this email only if necessary.*

### **Eco- friendly Office Contest Ideas**

1. Decorate your office recycle bins
2. Create art out of recycled office materials
3. Create a useful item for the office with recycled items
4. Designate a "lights out" monitor who ensures all office lights are off at the end of each day
5. Checklist contest. Give employees a list of recycling actions to do each day. Reward the most actions completed.

These easy tips can start your business on a journey toward becoming a more efficient and eco-friendly organization. The benefits start at protecting the earth and extend to enhancing the bottom line.