

Towards Green Environment

These simple habits save energy, resources, and the environment



Save energy by turning off the light when you leave the room



Donate or recycle fax machines, cell phones, printers, and old computers



Replace your light bulbs with energy saving compact fluorescent bulbs



Save, reuse, and recycle cardboard boxes, packing, and shipping supplies



Turn off computers and monitors when not in use and unplug the power at night



Buy recycled paper, paper towels, toilet paper, napkins, and office supplies



Set the thermostat a few degrees lower in the winter and a little higher in the summer



Use washable plates, silverware, and glasses rather than disposable ones



Save paper by e-mailing and storing information online rather than faxing



Reduce unwanted junk mail by contacting the Direct Marketing Assoc.



Save trees by reusing paper for printing, faxing, or notes



Use a ceramic coffee mug rather than disposable paper or polystyrene cups



Recycle paper, junk mail, cardboard, glass, cans, and plastic containers



Walk, bicycle, take a bus, train, or the subway when possible



Refill and recycle printer ink and toner cartridges when possible



Carpool with work colleagues for daily commutes when possible