

Today, it is more important than ever to be as “eco-friendly” as possible to slow the effects of global warming and decrease oil dependency. Here are a few tips to help you become more eco-friendly in your business:

1. Conserve Carefully

Turn off everything not in use such as lights, TVs, and computers including monitors.

2. Window Wisdom

During hot months, keep window coverings closed on the south, east, and west windows. In winter, let the sun in.

3. Sleep Sense

Activate “sleep” features on computers and office equipment that power down when not in use.

4. Temperature Tips

Only heat or cool rooms you use, and close vents and doors of unused rooms.

5. Road Rules

Drive sensibly especially when you’re late to a meeting. Aggressive driving (speeding, rapid acceleration and braking) wastes gasoline.

6. Car Care

Consider a highly fuel-efficient vehicle. This could save you money at the gas pump and help the environment.

7. Careful Cruising

Combine errands into one trip. Several short trips can use much more fuel than one trip with many stops covering the same distance.

8. Likeable Laptops

Consider a laptop for your next computer. Laptops use much less energy than desktops.

9. Ease Energy

Unplug battery chargers when not in use or when batteries are fully charged. Many chargers draw power continuously even when the device is not plugged into the charger.

10. Lower Lighting

Use dimmers, motion sensors, or occupancy sensors to automatically turn on or off lighting as needed and prevent energy waste.

11. Readily Recycle

If you’re not provided with recycle bins, visit the office supply store and purchase them. And if your facility doesn’t offer a recycle program, take your recyclables home and recycle in your home bin.

12. Decrease Driving

If you don’t bring lunch to work, take a walk to get some exercise and purchase your meal or carpool with friends.