

# think green

# What Can You Do?



## In Your Home

- ◆ Recycle everything you can: newspapers, cans, glass bottles, aluminum foil, motor oil, etc.
- ◆ Don't use electrical appliances for things you can easily do by hand: opening cans
- ◆ Use cold water in the washer whenever possible
- ◆ Re-use brown paper bags to line your trash can instead of plastic bags
- ◆ Store food in re-usable containers, instead of plastic wrap or aluminum foil
- ◆ Save wire coat hangers and return them to the dry cleaner
- ◆ Take unwanted, re-usable items to a charitable organization
- ◆ Turn your heat down, and wear a sweater
- ◆ Turn off the lights, TV, or other electrical appliances when you are out of a room
- ◆ Turn down the heat and turn off the water heater before you leave for vacation



## At Your Business

- ◆ Recycle office and computer paper, cardboard, etc. whenever possible
- ◆ Use scrap paper for informal notes to yourself and others
- ◆ Print or copy on both sides of the paper
- ◆ Use smaller paper for smaller memos
- ◆ Re-use manila envelopes and file folders
- ◆ Train people to use washable coffee mugs and hide the throw-away cups
- ◆ Don't print out emails unless absolutely necessary
- ◆ Turn the lights off in your office when you're not there
- ◆ Keep lights off in conference rooms and other areas when they aren't in use
- ◆ Create a contest at work for ideas that help save the environment



## Personal Efforts

- ◆ Avoid buying food or household items in plastic or Styrofoam containers whenever possible
- ◆ Think twice about buying "disposable" products (they aren't really "disposable")
- ◆ Buy paper products instead of plastic if you must buy "disposable". They break down better
- ◆ Check the energy rating of major appliances and purchase the most energy-efficient models
- ◆ Buy locally grown food and locally made products whenever possible
- ◆ Don't buy products made from endangered animals
- ◆ Ask questions. Don't buy products such as Styrofoam, that are hazardous to the environment
- ◆ Join a conservation organization
- ◆ Convert by example and encourage your family, friends, and neighbors to save resources too
- ◆ Teach children to respect nature and the environment

