

20 Greening Tips for Employees

Illinois Green Government Coordinating Council

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- 1** Take public transportation, carpool, walk, or bicycle to work.
- 2** Turn off office lights when you are not going to be in the room for a significant period of time.
- 3** Adjust your computer settings to go on standby after 15 minutes of inactivity. Select “none” as your screensaver setting because screensavers do not save energy.
- 4** If your computer has ENERGY STAR power-saving features, make sure they are enabled, and turn off your computer monitor whenever you are not using it. The monitor accounts for roughly half of a computer’s energy demand.
- 5** Reuse office paper for notes, memos, or printing drafts of documents.
- 6** Set defaults for copiers and printers to double-sided printing.
- 7** Bring a reusable travel mug to work for coffee breaks. Many coffee houses offer a discount to people who bring their own mugs.
- 8** Use products efficiently and completely before discarding.
- 9** Recycle paper, cardboard, plastic, glass, toner cartridges, light bulbs, batteries, and other waste products for which recycling is available.
- 10** Post memos and publications online or on an office bulletin board rather than printing multiple copies.
- 11** Reuse file folders and envelopes, and keep mailing lists current.
- 12** Share technical journals, magazines, newspapers, and phonebooks with office colleagues, rather than receiving multiple subscriptions.
- 13** Edit documents on your computer screen rather than printing multiple drafts.
- 14** Whenever possible, use e-mail for correspondence.
- 15** Shut down your computer and other office equipment at the end of every workday.
- 16** Buy from environmentally and socially responsible businesses.
- 17** Use rechargeable batteries instead of disposable batteries.
- 18** Buy organic and locally grown foods for lunch.
- 19** Save and reuse plastic bags and office packaging.
- 20** Remove plants, books, and furniture that block office vents and radiators because otherwise they will operate less efficiently.