

10 Small Tips To Make Your Small Office Greener in 2010

1. If buying new electronics, look for efficient Energy Star-rated products. They consume less power
2. Buy used office equipment to both save money and reduce the energy consumed in shipping and manufacturing.
3. Replace incandescent light bulbs with compact fluorescents. They will be more expensive but they last longer and save energy.
4. Buy recycled ink cartridges or refill them by hand.
5. Print documents only when absolutely necessary.
6. Save paper by using both sides of a page and scrap paper.
7. Set your computer(s) to hibernate after 10 minutes of inactivity and shut it down every night to save energy and reduce carbon emissions.
8. Instead of running the A/C, try opening windows and placing fans around the room.
9. Use an external hard drive instead of printing hard copies for archiving purposes.

10. And this Christmas don't forget send clients and acquaintances electronic greeting cards instead of the printed ones.