



20 hints and tips to help you be environmentally friendly everyday

Smart Presentation

As the market leading supermarket says, "Every little helps!" It is the little things that count. Do more in your daily life by following these simple tips:

- 1) **Recycle as much paper as possible.** Depending on the workplace, there is a reasonable chance that a lot of paperwork is generated throughout the course of the day. ApUt anything you want to keep in a ring binder or folder and the rest can be recycled. Whatever you do, don't throw this to landfill. Instead, shred it and set it aside for recycling.
- 2) **Think before you bin.** After lunch break, make sure that any recyclable cans or water bottles are placed into a recycling bin. There is no need for these items to end up in a landfill. Keep them with you, if necessary, and take them home – but make sure they get recycled!
- 3) **Car share** on the way to and from work or use public transportation. This cuts down on CO2 emissions released and is environmentally friendly as well as just simply friendly. You never know you might find a new best friend!
- 4) **Save money – save emissions.** You may want to think about making suggestions at your workplace to cut down on CO2 emissions generated by whatever it is that is being done where you work. These types of eco-friendly suggestions are usually welcomed by most employers because it will help them save money. One simple one to get you started – save all you envelopes, boxes and packaging from your post each morning and re-use the items in the post that evening. Simple.
- 5) **Add a jumper, turn the heating down.** In winter another layer means the heating can go down a notch. A couple of degrees lower means cost savings as well as energy savings.
- 6) **DIY energy.** See if there might be a way to utilize solar power or wind power to help generate some of the electricity that is used at the workplace. Large, flat factory roofs are great sun-traps!
- 7) **Volunteer for a better community.** If your workplace happens to be on a bland industrial estate, see if some of your colleagues will volunteer to help you occasionally go around picking up litter. This helps the environment because the materials collected might be recyclable and small animals are prevented from potentially ingesting dangerous substances. It also improves the view from the window!
- 8) **Less is more.** Try to reduce the amount of waste that is generated by being more efficient with the use of materials at your workplace. Do you really need to print that email?
- 9) **Recycled paper and Ring Binders.** Great recycled products exist which are just as good as standard stock. You can even buy compostable office supplies!
- 10) **Teamwork.** Perhaps the best way to be more environmentally friendly in the workplace is to encourage co-workers to all play a role in trying to help the environment. It's not enough if just one employee tries to do everything -- it really needs to be a team effort. Who knows? It might be fun!

11) **Bags of time.** Carry a reusable bag with you at all times – this will avoid you having to use the plastic ones given at the till. Even if you did “only go in for a pint of milk” we all know you’ll come out with a bag full!

12) **Time to go online.** Switching to e-billing saves money and resources. Many utilities companies offer a discount for online accounts -0 and there is no need for paper, envelope or a postal van.

13) **Think – reuse.** Did you know each person creates about 4.7 pounds of waste every single day? Before you recycle something or even throw it away, ask yourself if you can use it in a new way or if someone else could use it, thereby getting into the habit of recycling and reusing anything and everything you can.

14) **Feed the earth.** Start composting at home, it's not only simple to do, but you'll get free fertilizer as a result.

15) **Replace with the best.** If you're replacing appliances pay a little more for the most efficient energy star models, you'll save more money in the long run. Buy the best you can afford – that way you'll need to replace it less often and send less to landfill as a result.

16) **Water on tap.** A very cool idea to save water is to build a simple rain barrel in your back yard, to get free water for your garden and indoor plants. Great when there is a hosepipe ban!

17) **Healthy and Happy.** When it comes to transportation, walk more, particularly if your destination is less than 30 minutes on foot. It's good for your health and the environment.

18) **Veggies are greener than cows.** Try going vegetarian one day a week since the livestock industry is a huge greenhouse gas emitter. Did you know that the number one impact on the environment is milk production? Even better – grow your own!

19) **Second Life.** Buying your clothes second hand will give you great scope to explore your more stylish side and express yourself. Think retro and vintage to get the look that really suits you – for far less than the latest designer or high street styles.

20) **Bring a friend.** We all work better together, so why not challenge a friend to share your green goal? It will make the process more fun and you can share experiences.

