

PLANET BUILDING

with Recyclaire



10 WAYS

TO **REDUCE** OFFICE WASTE!

1 Think Before You Print

Reuse scrap paper and print on two sides – plus, try setting defaults to single space and wider margins on documents

2 Use Real Cups and Utensils

Kick the wasteful plastic and styrofoam habit (and wash things in bulk so your efficiency doesn't go down the drain)

3 Buy in Bulk

For repeat purchases, think big to reduce wasteful packaging and use dispensers instead of individual packets

4 Say NO to Junk Mail

Use email or office bulletin boards, and tap advocacy groups on the Web such as the [National Do Not Mail List](#)

5 Bring Your Lunch

Besides saving money, you'll reduce on a lot of disposable wrapping – and perhaps calories too

6 Scan Your Horizons

Make it a habit to scan business files for secure storage and easier access – and always “fax” through the Internet

7 Order Recycled Products

Make sure that all paper materials are purchased from vendors who make and support the use of recycled products

8 Don't Print Email

Help make the “paperless” office a reality... and try downloading files to your cell phone or iPod when it's time to go mobile

9 Pull Once on the Towels

While fast and convenient, paper towel dispensers can unroll volumes of waste during a day, so think twice and pull once

10 Learn to Share!

Circulate one document and make common reading material available to all (reduces postage as well)