



## GREEN OFFICE ORGANIZING TIPS



April is Earth Month and it's the perfect time to share our green office organizing techniques to help you reduce waste and expenses and create a healthy work environment. Here are the top 10 tips we recommend to incorporate green business practices into your workspace. Reduce, reuse, repurpose and recycle today!

- 1 Use long-life refillable pens made from recycled plastic, paper or timber—on of our favorites: [FriXion](#) erasable pens, markers and highlighters
- 2 Avoid printing paper, use both sides when you do and keep a paper recycling box next to your desk for paper you don't need—scan documents instead
- 3 Use a desk caddy to save rubber bands and paper clips for reuse—use digital note systems instead of sticky notes and try a [stapleless stapler](#)
- 4 Make sustainable choices while you work from home—choose energy-efficient lightbulbs, eco-friendly notebooks and Zoom-friendly glass water bottles
- 5 Activate sleep mode on your computer between Zoom calls and breaks to reduce electricity consumption to less than 5% of full power
- 6 Place [plants](#) in your office, they act as a natural air filter and absorb airborne pollutants and computer radiation, and replenish oxygen levels
- 7 Use natural cleaning agents in your workspace to avoid toxic contaminants which could cause respiratory irritation, headaches and fatigue
- 7 Purchase rechargeable batteries to significantly reduce waste plus save you money—the [Rechargeable Battery Recycling Corporation](#) provides guidance to recycle batteries for businesses and consumers
- 8 Reuse empty glass jars, boxes or a favorite bowl or coffee mug with an inspirational saying as organizers to reduce physical clutter in your workspace
- 9 Support green and ethical businesses and help them stay profitable enough to continue acting in environmentally and socially responsible ways—buy local
- 10 Stay comfy as you work in clothes made from organically produced and chemical-free materials such as organic cotton, wool, and hemp