GREEN OFFICE ORGANIZING TIPS

April is Earth Month and it's the perfect time for us 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

Contact us for Executive Virtual Assistance and Virtual Organizing Solutions. We are here to help.
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