


Green Daily Basics – Environmental Awareness Month – April 2011

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					<p>1 Think before you print – print only what is needed and two-sided (duplex) when available.</p>	<p>2 Use group e-mail lists to "broadcast" important messages efficiently and inexpensively.</p>
<p>3 Provide labeled recycling bins near copiers, shipping and receiving areas, and in employee eating areas to collect white paper, mixed paper, newspaper, magazines, and non-paper products.</p>	<p>4 Bring your own bags to the grocery store. Given a choice between plastic and paper, opt for paper.</p>	<p>5 Plant native trees. One tree can remove and store 700 to 7,000 pounds of carbon over its lifetime.</p>	<p>6 Turn down your thermostat by 1° and you'll save 0.6 tons of carbon in a year.</p>	<p>7 Go paperless. Consider reading your newspaper and magazine subscriptions online. Switch to electronic banking and credit card payment, too.</p>	<p>8 A tree that shades a house can reduce the energy required to run the air conditioner and save 200 to 2,000 pounds of carbon over its lifetime.</p>	<p>9 Using cold water can save up to 80 percent of the energy required to wash clothes.</p>
<p>10 Recycling paper saves trees. They continue to reduce climate change naturally as they remain in the forest and remove carbon from the air.</p>	<p>11 Buy locally. Find farmers' markets, family farms, and other sources of sustainably grown food near you.</p>	<p>12 Use the blank sides of unneeded single-sided copies for printing drafts.</p>	<p>13 Take a shower instead of a bath. Showers use less water than baths.</p>	<p>14 Switching to compact fluorescent bulbs uses 75 percent less energy than incandescent bulbs and last up to 10 times longer.</p>	<p>15 Inflating your tires to the proper pressure will save 300 pounds of carbon dioxide for every 10,000 miles you drive.</p>	<p>16 Do full loads of laundry and set the rinse cycle to "cold."</p>
<p>17 Use a small font size to reduce the number of pages printed.</p>	<p>18 If you use plastic grocery bags, reuse them for small trashcan liners.</p>	<p>19 Turn off your computer screen if you are going to be away from your desk for more than 15 minutes.</p>	<p>20 Using elevators to go one floor up or two down uses energy unnecessarily, and you miss the exercise.</p>	<p>21 Unplug your computer and attached electronics by turning off a power strip at the end of the day.</p>	<p>22 Use e-mail instead of memos and faxes for inter-office memos, announcing meetings, and targeted communications.</p>	<p>23 Visit your local library instead of buying new books.</p>
<p>24 Choose reusable, not disposable: sponges or cloths versus paper towels; reusable razors versus disposable razors; coffee mugs versus paper or plastic cups</p>	<p>25 Whenever you can, try using environmentally-friendly cleaning products.</p>	<p>26 Drive more efficiently. Observe speed limits, avoid rapid acceleration and excessive breaking.</p>	<p>27 Reuse. Plastic food containers make good crayon and marker holders. Use padded envelopes more than once.</p>	<p>28 Plan and combine trips to reduce the miles you need to travel. Take someone with you so they can leave their car behind.</p>	<p>29 Recycle and use recycled products. You'll save two pounds of carbon for every 20 glass bottles that you recycle.</p>	<p>30 Don't let the water run while you brush your teeth, wash your face or shave.</p>