

Tips for Every Season!

Reduce / Reuse / Recycle

- Use double-sided copying and printing and narrow your print margins.
- Use the backs of unwanted paper as scrap paper.
- Use washable water bottles, mugs, plates, etc.
- Turn off lights every time you leave the room.
- Replace light bulbs with compact fluorescents.
- Shut down computers (especially at night when you go to bed!).
- Turn off water when brushing your teeth and shaving and try to take shorter showers.
- Wash clothes in full loads in cold water and clean the lint filter of your dryer every time (or just dry your clothes on a clothesline!).
- Donate old clothes to local thrift shops and shop at thrift stores for second-hand clothing, furniture, books, appliances, etc. (saves money too!)
- Reuse plastic shopping bags and bring your own canvas bags to stores.
- Use rechargeable batteries when you can.
- Check for leaky toilets and faucets.
- Use a stick-on label on the first page of fax, rather than a full-page cover sheet.
- Refill your printer cartridges or recycle them.
- Use the envelopes you receive in the mail a second time by placing a new address label over the last address. I call this the OMT System ("One more time system"). Old envelopes can also be used for scribbling down shopping lists, to-do lists, and notes.'



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