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Here are 10 tips for creating change in your workplace from the latest book *True Green Life*.

	true green's top 10	done	my top 10	done
1	Be a green collar worker and only work for companies you believe are acting with an environmental and ethical conscience.			
2	Improve your business' reputation and public accountability with a comprehensive environmental policy. Volunteer to establish a committee to implement, measure and report on environmental efforts.			
3	Create a healthier office environment with indoor plants. Indoor plants act as natural air filters and research has found that they can reduce fatigue and illnesses by up to 30 per cent.			
4	Reset your printer and printing habits to give our forests a second chance. Paper comprises up to 70 per cent of office waste. Use recycled paper, print only what is necessary, and make sure you recycle used paper sheets.			
5	More than 10 billion plastic pens end up in landfill around the world every year. Choose stationary made from recycled materials – look for recycled paper pens, sustainable timber pencils, and recycled plastic rulers.			
6	Australians alone send 34 printer cartridges to landfill every minute. Have your empty ink and toner cartridges refilled. Make sure your office is well ventilated to reduce the possible risk of laser print emissions to your health.			
7	Reduce reliance on your car – walking or riding a bike to work is great exercise, or support public transport. Over a year, taking a bus instead of driving a car saves up to 1.9 tonnes of carbon emissions.			
8	Dispose of your electronic tools wisely - recycle old phones and computers that contain toxic metals. Unplug electronic devices and chargers for your laptop, mobile phone, and digital camera as they may use electricity even when you're not using them.			
9	Use a mug rather than a disposable coffee cup when you get your coffee fix. A mug uses 30 times less solid waste and 60 times less air pollution than the equivalent number of cardboard cups.			
10	Lights left on and computers on standby can double a company's energy bill. Greenhouse gas emissions created by commercial building lighting can be reduced by as much as 70 percent by switching them off at night.			

remember, when you're achieved your top 10, revisit **true green** and select another 10