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my top 10 things to help the environment

true green's top 10	done	my top 10	done
1. Instead of driving to work, consider walking (if practical), starting a work car pool or use public transport. If you buy a weekly or season ticket, you may find that your ticket is discounted. Alternatively, ask your workplace to offer travel passes or weekly tickets.		1.	
2. When ordering coffee, take your mug with you. Maybe your workplace has corporate mugs available?		2.	
3. Use long-life refillable pens, or pens made from bioplastics.		3.	
4. Set your computer to go into sleep mode if you are away from your computer for more than 10 minutes.		4.	
5. When ordering paper, select 80-100% recycled paper, or FCS certified paper.		5.	
6. Set your printer to print double sided. If your printer does not have this option, ask to purchase a duplexer, or consider this option next time you buy a printer.		6.	
7. Dispose of your computer waste correctly (print cartridges/toner, etc).		7.	
8. Consider a virtual meeting over the phone or internet rather than flying or driving.		8.	
9. Correspond via email rather than print. Selectively print your emails when necessary. It's faster and cleaner!		9.	
10. Suggest that your workplace offsets its CO2 emissions.		10.	

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