



**R**ecycling and  
**E**nvironmental  
**A**ction  
**P**lanning  
**S**ociety

# Greening Your Office

...one tip at a time!

We care about the environment and we know you do too. Your office is a great place to make little changes that make a big difference. Here are some ideas to help you do just that. Provided monthly by R.E.A.P.S., we hope they inspire you to create change!

## GREEN TIP #29:

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### Organize your desk

Instead of buying new organization supplies for your office space, try reusing everyday items you have lying around.

#### Magazine file-Cereal boxes

Cut the top flaps off of an empty cereal box. Measure 6 inches from the bottom on the front and back side of the right side of the box. Use a ruler to draw a line from each tick mark to the opposite top corner. Use scissors to cut the diagonal piece off. Cut a piece of wrapping paper or fabric as if you were wrapping a rectangular present, allow for 2-3 inches at the top and 2 inches at the bottom. Adhere the covering around the box with a strip of tape or glue. Fold the bottom and secure. Fold the top of the covering inside the box and secure.



#### Cord Management-Binder clips

Use large binder clips to tame unruly cords quickly. Just wrap around the coiled cord and then remove the metal pieces of the clip. Also consider attaching binder clips to the back of your desktop or work surface, string the cable or cord through metal rings, pull it through when in use and let it rest when not in use. Use a label maker to label the clip with what the cord belongs to.

#### Office supply storage-Baby food jars

Use small jars to store small office supplies. Clean the jars and fill with small office supplies such as paper clips, staples, and rubber bands. Try placing the small jars on a turntable for convenient and easy access. Remember to keep the containers as consistent as possible to decrease the amount of wasted space.

Tips from: <http://www.innovativelyorganized.com/blog/go-green-get-organized>

Do you have any questions or suggestions? Call or email us at [green\\_solutions@reaps.org](mailto:green_solutions@reaps.org)!