



Recycling and
Environmental
Action
Planning
Society

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 #46:

February 2014

Paperless Notes

We often hear that we need to recycle paper once we are finished with it, but what about reducing the amount of paper we use. Using email to send documents to another person is often used to save paper there are alternatives we can use before the document is even created. For many people notes are used to help think about ideas before a final draft is created, however we do not need to use a thousand sticky notes to record our ideas instead there are many paperless options :

If you are going through a large document you can often use a **Highlighter tool** to emphasise important parts that you may use later. This will save you having to print out the document but you will still be able to find important information later.

If you still want to write notes do so on the computer. There are many different **electronic note takers** that can be downloaded and some will let you to bookmark interesting sites, and collaborate with other users.

If sticky notes will always be your favorite office supplies why not use **electronic sticky notes**? You can download programs for both computers and smart phones.

Finally, if computers are not your favorite or if you need to write something down you can use a **whiteboard or chalkboard**.

If you will always be a paper and pen fan why not use the **backside of old paper and refillable pens**. This way you are not creating any additional waste.



Do you have any questions or suggestions? Call or email us at green_solutions@reaps.org!

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