**Bring in a re-usable water bottle, plate, cutlery**

This cuts down on single use plastics!

**Move your desk or work space next to the window**   
If you are lucky enough to have an office with a window, take advantage of this and move your desk or work space next to it. Even if you don't have a window, you might be able to take advantage of indirect light depending on the sun angle and time of day. Natural light is better than artificial light for your emotional well-being and saves energy, both of which save money in the long run!

**Turn out the lights**   
How many times have you walked past the conference room or lunchroom and seen the lights blazing and no one in there? Take a second to turn off the lights and remind your co-workers to do the same. And don't forget to turn off the lights in your own office when you leave for the day.

**Power off the computer at night**   
Powering off your computer at night or when you leave for the day is one of the easiest things you can do to save energy at the office. If you have a power strip, don't forget to turn that off too. Many people are unaware how much energy a computer consumes when it's turned on, not to mention the extra heat it generates.

**Activate sleep settings**

Printers, computer, monitors, and other office equipment usually come with built in sleep settings. Sleep mode on devices places them into a low power mode after a certain time of inactivity. Many devices do this automatically, but others you will have to enable. All you have to do is check the manual that came with your printer, computer, or monitor, or contact DIT to determine how to activate or change the sleep mode settings across all of your devices.

**Recycle**   
Another no-brainer when it comes to saving energy and money at the office is recycling paper. But there's more to it than tossing paper in a recycling bin. Don't forget to use both sides of every sheet of paper and recycle used envelopes for scrap paper or to-do lists. If your section doesn't have a recycling program, start one.

**Choose green office supplies**   
There's a lot more to green office supplies than recycled paper these days. Major suppliers like Staples and Office Depot have entire sections of their catalogs devoted to green products, as does FSI. Check it out!

**Telecommute or commute by train, bike, carpool, or on foot**   
If you already telecommute, then good for you! If telecommuting is not an option, then consider biking, walking, or carpooling.