

Kermit had it all wrong. Bein' green IS easy once you know how. With a little effort you can 'green-up' your office from the bathroom to the boardroom. In honor of Earth Day's 40th Anniversary, here are 15 easy things you can start doing today.

- Power down computers and other electronic equipment at the end of each day.
- Utilize the power save mode on computers, printers, and photocopiers.
- Use double-sided printing and copying.
- Cut up already-used-on-one-side paper for reuse as scratch pads.
- Recycle used ink-jet cartridges.
- Avoid chemical-based air fresheners in the bathroom.
- Introduce Fair Trade Certified™ and organic coffee and tea into your workplace.
- Stock the break room cabinets with reusable dishware.
- Wherever there is a garbage can, place a larger recycling container.
- Donate excess supplies, computers, office equipment to local nonprofits and schools.
- Use Blackle.com , powered by Google, to perform your Internet searches. It saves energy by using a black screen, which requires less monitor power than Google's white screen.
- Choose to use non-toxic, biodegradable cleaning products.
- Thoroughly use or creatively repurpose office supplies you already have before purchasing new ones.
- Buy recycled content paper, envelopes, and stationery. Strive for 100% post consumer content and zero chlorine bleaching whenever possible.
- Establish a company Green Team to help implement these and future changes.

It doesn't matter where you begin making changes, only that you begin. Once a program is established, the momentum can drive more areas of improvement. In the end you will have a healthier working environment and the satisfaction of doing your part to improve the sustainability of our planet. You will also realize increased profitability for the company. It's a win-win-win!