



# Manage Paper Waste in the Workplace

The average office worker in the U.S. uses 10,000 sheets of copy paper each year. Many offices have established recycling programs to manage paper waste but the best way to manage paper waste is to reduce the amount generated. Consider adopting these ideas in your office.

- **Take paperless notes.** Smart phones and tablets have made it easier than ever to take notes in meetings without having to carry a notebook.
- **Print and copy on both sides.** Make this the default setting in your print options and you don't even have to remember it.
- **Stop printing hardcopies of presentations.** Instead offer to send the slide deck electronically after the meeting.
- **Use the other side.** Place a storage box next to the office printer to collect paper that has been printed on one side. Reuse it to print drafts or clip together for scratch pads.
- **Shred and reuse unwanted paper.** Instead of throwing away old documents, shred and reuse them as packing material in shipments.
- **Reuse file folders.** Cover old labeling with a mailing label and voila... it's as good as new.

*Remember, reduce and reuse first, then recycle!*