Eco-Friendly in the Office:

Tech Savvy

This week, I have a step-by-step guide to setting up a green shopping list on your department’s Corporate Express account (so no excuses for not ordering green!).

1. Log in to your Corporate Express E-Way account.
2. Select “Create New List” from the drop-down menu under “Set Default Shopping List.”
3. Give your list a name. Mine is simply “Eco-Friendly.”
4. Set this as your Default List by clicking the “Set as Default List” icon. Once your list has been created, you should return to your main E-Way screen.
5. You’re now ready to add items to your list! Put in a search term, such as “recycled” or “sustainable” and select products that your department orders on a regular basis that appear with one of the following symbols:
6. With your new list set as your “Default Shopping List,” you can simply click the “Add to List” icon next to each product.
7. You can also search for the products that your office needs and add the items to your list that appear with one of the above symbols.

Easy, right? You are now one step closer to being Eco-Certified!

Eco-Friendly in the Home:

Tips to Green the Shopping Season

The day after Thanksgiving means the beginning of the holiday shopping season for many of us. How do we green up our shopping this year? Here are a few suggestions:

- Shop local to support your neighbors and the economy
- If you must head to a mall, make it a trip for others as well and carpool
- Bring your own shopping bags
- Shop online (select the option that packages your items in as few shipments as possible to avoid wasteful wrappings)

Send holiday e-cards (evite.com-who knew they did more than invites?)
Buy upcycled gifts like record label coasters [eco-artware.com], pool ball wine stoppers [uncommongoods.com], or a misprint watering can [vivaterra.com]
Shameless plug: Keep reading The Weekly Green to find more ways to save and be green-conscious during the holidays

“We used to build civilizations. Now we build shopping malls.”
-Bill Bryson

Weekly Tasks

- Set your energy-saving preferences on your computer
- Think twice before purchasing supplies; are new pens really needed or can an office mate lend you a few?

Helpful Website of the Week

Recycledproducts.org

Give Without Giving “Stuff”

1. Plant a billion trees [nature.org]
2. Adopt a sea creature [oceana.org]
3. Adopt a cheetah [hesc.co.za]
4. Make a micro loan [kiva.org]
5. Offset their carbon footprint [carbonfund.org]