

### **When preparing presentations, minutes of meetings, correspondence etc, I ...**

- prepare printer-friendly and space-saving black-and-white layouts
- choose print option 'current page' and 'pages'
- check 'print preview' to avoid printing mistakes
- print on both sides in toner-saver mode (EconoMode)
- print two or more pages on one sheet
- print more than 1 slide per page ('handouts')

### **When archiving documents, I ...**

- create easily understandable folder structures and mainly archive electronically

### **Before a meeting, I ...**

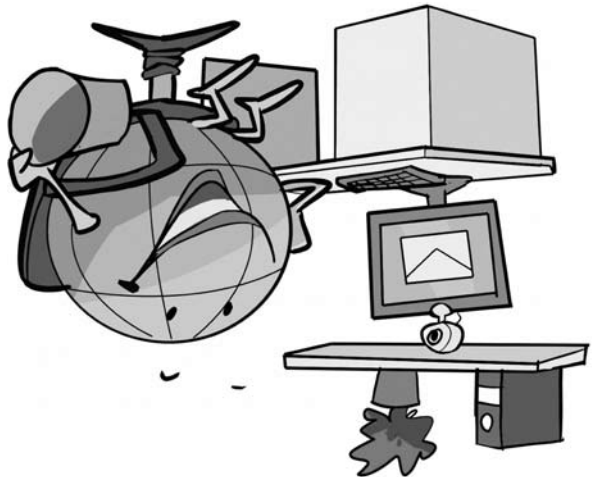
- send invitations and other meeting documents by e-mail/ upload them to a shared extranet
- instruct the invitees on how to get to the meeting place by public transportation
- inform the invitees about green hotels
- order laptops from Helpdesk to be used at the meeting and inform the participants about this
- order tap water instead of bottled water for catering

### **At the meeting, I ...**

- make available meeting materials (pens, blocks etc) that are made of recycled and recyclable materials
- use reusable kitchenware
- remind the participants to leave their visitor badges for reuse

### **After the meeting/mission, I ...**

- attach boarding-pass or other ticket-slips on the back of the documents (i.e. on the back of the travel invoice)
- scan invoices, receipts and other documents for my electronic archive, before sending the originals further



## Green secretary

As to my energy and waste habits,  
I ...

- switch off unnecessary lights and other appliances
- use black screensaver
- put my computer on hibernation or stand-by, when I leave the office for more than an hour
- turn off the computer, screen and other appliances at the end of the working day
- keep the temperature in my office at about 20 °C
- take the stairs
- separate different kinds of waste according to EEA rules

When managing my tasks /time,  
I ...

- make use of the Calendar and Task functions in Outlook and set electronic follow-up reminders on tasks instead of printing e-mails