



WORLD OF WORKING WOMEN

Save Energy and Save Money with This 'Green' Advice

Waste is a worry in any workplace—wasted money, wasted energy, wasted resources. You can conserve all three without sacrificing efficiency, though. Start looking for areas where you can eliminate or cut back on resources, get more mileage from the supplies you have to use, and dispose of material without damaging the environment. Here are some low-cost solutions for your organization:

- **Buy in bulk.** Don't buy 10 one-pound bags of coffee if you can purchase one 10-pound bag. Buying in bulk reduces waste in the form of energy required to transport goods, and it cuts the amount of packaging to throw away. You'll save on the price per pound, too.
- **Compact your garbage.** Break down boxes so they take less space in dumpsters—or recycling bins. You'll be able to reduce the number of trips needed to transport discarded items to their final destination.
- **Take a cool approach:** Choose offices where windows open, so you can take advantage of breezes and seasonal temperatures. Use fans instead of air conditioning as much as possible during warm weather.
- **Be smart with paper.** Photocopy on both sides, particularly for internal documents and drafts. Buy lightweight

paper that eats up less energy in shipping. Choose recycled paper, and recycle the paper you use.

- **Control energy use.** Install thermostats that can be programmed to heat and cool your workplace at specific times of day. Motion detectors and timers can instruct lights to shut off when a workspace is empty. Unplug equipment and appliances when they're not going to be used to keep power usage to a minimum. Maintain your heating and air conditioning systems annually to keep them running efficiently.
- **Buy efficient computers.** Laptop computers are built to run on less power, and many laptops offer all the features of a desktop computer. Their portability also makes telecommuting easier.
- **Watch your light.** Simply installing blinds or shades on your windows can make a difference in how much light you use and how much heat or air conditioning you need. Energy-efficient light bulbs are another way to manage your electricity use more effectively. Consider putting in skylights for more natural lighting.

(Source: *First Draft*, rmr@ragan.com, 800-878-5531, June 2009.)

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Three Things to Remember as You Succeed in Corporate Life

As you move up the ladder at your company, there are certain habits you need to develop in order to remain successful. If you do these three simple things, you'll establish a solid relationship with your peers and employees, make friends in powerful places, and build a network of colleagues who admire and support you.

1. **Reserve a half hour every day to return calls**, even if it means cutting into your lunch hour. Develop a reputation as someone who "always gets back to people right away." It sends the message that you respect others. Also, people will be much more likely to call *you* back when you need them to.

2. **Demand that people criticize you.** There are two types of managers: those who avoid criticism at all costs because they think it makes them look weak; and those who encourage criticism and use it to improve their performance. Be the latter kind of manager. Let your colleagues, supervisors, and employees know that you welcome criticism, as long as it is constructive.

3. **Reputations are built at the bottom, not the top.** Remember the low-level manager who helped you so much when you were first starting out? When was the last time you took her to lunch? What about the team of employees who worked so hard on the project that garnered you so much praise? Did you thank them and point out their accomplishments? As you move up to the next level, don't forget about the people on the previous one. These "little people" are responsible for your success—and they hold your reputation in their hands.



--from *Leading for Results*,
www.ragan.com

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Reducing Office Hazards

Workers are often the first to know if there's a hazardous condition on the job. According to a recent article in the online edition of *The Wall Street Journal*, while employers have a responsibility to provide a safe workplace, employees also have a responsibility to speak up if they see an unsafe condition at work. Workers who see a hazardous situation can make their office safe by:



Speaking up. Don't assume that someone else will report the situation or that management will notice what needs to be done.

Reporting your concerns calmly. Make suggestions, if possible, for how things can be improved.

Documenting your concerns, if necessary. You may have noticed the number of times workers have slipped on a damaged step or nearly been hit by a swinging door. While most employers will respond to these kinds of concerns quickly, consider contacting the Occupational Safety and Health Administration (www.osha.gov) for assistance if you feel a hazardous situation is not being addressed.

--from "The Office Professional," www.protrain.com