



Green throughout the day:

# MY SUSTAINABLE WORKING DAY

## WAY TO HOHENHEIM

- Use public transport
- Form a carpool with *Stuttgart fährt mit*
- For your health and the environment: ride a bike
- Use a lunch box or beeswax paper instead of paper bags

## EXCHANGE

- Arrange face-to-face meetings instead of online meetings
- Organize online meetings instead of business trips
- Schedule meetings at suitable times (family-friendly, daylight, etc.)
- Send agendas and documents by email
- Use a shared whiteboard/cloud
- Become part of a Green Team

## PURCHASING

- Use the Internal transfer of assets: *From Institutions For Institutions*
- Ask colleagues for unused furniture
- Visit the giveaway shelves
- Buy high-quality products
- Visit furniture stores

## BREAK

- Drink Fairtrade coffee from the *Cafete*
- Fill your water bottle at the water dispenser
- Use a French press or eco-friendly coffee filter
- Drink loose tea or use eco-friendly tea bags without metal or labels
- Separate your waste
- Take old batteries, pens, and cell phones to the recycling box at the Poststelle
- Try a snack from the *Fairomat*

## RESEARCH

- Use sustainable search engines
- Use a digital to-do list instead of a notepad
- Print on both sides instead of just one
- Use recycled paper
- Use a whiteboard instead of paper
- Use washable metal Post-its instead of sticky notes
- Use old paper as scrap paper
- Use refillable pens

## COMMUNICATION

- Write emails instead of letters
- Save emails instead of printing them out
- Cancel catalogue subscriptions and unread newsletters
- Share magazines by passing them around
- Send internal mail folders instead of labelled envelopes
- Use digital signatures
- Share zip files or links to a cloud instead of email attachments

## EVENT ORGANIZATION

- Borrow plants instead of buying cut flowers
- Hire vegan, seasonal catering
- Have flyers printed on e. g. grass paper
- Send digital invitation cards
- Hand out sustainable name tags
- Put the agenda, documents, etc. online
- Take leftover food to the AStA-FoodFritz
- Take the needs of disabled people into account
- Use gender-neutral language

## CAFETERIA

- Use plates instead of paper bags
- Bring your own (glass/metal) cup for iced coffee, etc.
- Try vegetarian or vegan options
- Bring your own containers
- Reuse plastic or paper bags the next day

