

Top 10 Eco-Friendly Office Products

Your business might not have the resources to go green from top to bottom. But you can make an environmental impact by making small changes.

Simply replacing some of your office products can be a small adjustment that makes a tangible difference. Every business should consider office supplies that are easier on the environment.



Refillable whiteboard markers

Have you ever been frustrated by a whiteboard marker that suddenly doesn't work? Drawing on a whiteboard is a great brainstorming method, but only when you can see what you're writing. Dry-erase markers often dry out, so pick up some refillable markers that last.

Hand-powered paper shredder

You'll no doubt print less in your initiative to go green, so you'll have fewer documents to destroy. This hand-powered paper shredder efficiently replaces traditional electric-powered models. It also provides a top-of-the-line bicep workout, and it made our Employee Gift Guide last year.



The Ball Pen

Stop ordering industrial-sized boxes of Bics. The company that makes the seven-year pen promises it will last at least that long. It's made of high-quality materials quite costly, or simply replace with Kraft Paper ball pen to reduce plastic handle

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100 percent recycled notes

No matter how hard you try to limit your paper use, nothing can truly replace a Post-It. The pocket-sized sticky notes are an office staple, convenient for jotting down reminders and notes. So, why not opt for the recycled version?

Recycled tissues and paper towels

Made from renewable bamboo and sugarcane, our ECOS Treeless Paper products are the soft, strong and planticious alternatives to recycled paper. Readily biodegradable, ECOS Treeless Paper Towels are free of inks, dyes, and fragrances.



Kraft paper folder and binders
Stop using plastic folder and binders, use recycle paper instead

Moss terrarium

This is a fun and eco-friendly way to add a bright touch to any workspace. A terrarium requires less maintenance than a plant, and it will last longer. Build your own Zen mini garden for your desk.



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Eliminate all plastic straws
Take sip-able lid without straws or prepare paper/bamboo straws or stirrers, effective, biodegradable and sustainable

No plastic-ware or foam plate.
Party in the office are becoming increasingly ubiquitous, when foods ordered and share with the team, use reusable silverware or one time biodegradable wooden/Sugarcane cutlery for serving. Use reusable ceramic plate/bowl or one-time biodegradable paper



Use Glass takeout container
When bringing food to work, use reusable glass container.
Food Storage Containers with Lids
Glass Meal Prep Containers, Airtight Glass Bento Boxes, BPA Free, FDA Approved and Leak Proof. Oven, Microwave (Not the lids), Dishwasher and Freezer Safe

For businesses, going green not only helps the environment, but it can also boost the bottom line, too. Organizations that make a company-wide commitment to more environmentally-friendly practices can benefit from short and long term savings, some great PR opportunities and higher employee engagement.

We all know the best ways to go green at home and a few of those approaches

Power down



Leaving our PCs and monitors on at the end of the day is a bad habit we've all been guilty of. Multiply this practice by the millions of computers in offices all over the world, and we're talking about some serious wattage. Turning off computers at the end of each workday (especially on Fridays) can reduce energy bills and cut waste. For employees that run programs after hours, suggest setting the computers to energy-sipping sleep mode.

Turn off the lights



Lighting can account for up to 40 percent of an office's energy consumption. Turning off the lights at the end of the day or installing an automatic timer or motion-sensitive switches conserves energy and saves cash. If your office is part of a larger building that has its own lighting system, talk to the management about options for your floor or your particular space.

Print right



Even in our highly-mobile and digital world, our printers get a workout. Make a commitment to creating a more paperless office. Encourage employees to digitize contracts and use e-sign technology instead of printing and faxing the old-fashioned way. For those times when printing can't be avoided, choose recycled paper, reduce the font size, and print on both sides of the sheet. All of these approaches will save reams of paper (and groves of trees) in the long run.



Buy used



Nearly every family has bought a used chair, dinette set, or laptop at some point, but businesses almost never do. Why does launching or growing a business always mean going to a big-box store and buying pallets of new stuff?

With a little extra effort and planning, used office furniture and equipment can be had at a fraction of the cost of new. Explore refurbishing existing furniture or sourcing additional desks, chairs, rolling files or kitchen supplies from resellers that cater to business customers. It gives new purpose to used items and helps reduce demand for new.

Go remote



Allowing some employees to work from home part-time or full-time reduces commuting costs and the associated fuel. Leverage your mobile tools to free your employees from gridlock traffic, frazzled nerves, and lost productivity.

For those employees that must be on-site, promote eco-friendly commuting options by subsidizing mass-transit costs or initiating a car-pooling program.

Get involved



Creating a green office is part of behavior and part attitude and commitment.

Beyond all the logistics of setting up a more eco-friendly workplace, encourage participation in green events and champion local environmental efforts. While still being mindful of ideological differences among your employees, sponsor events that everyone can get behind.

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