



30 Days to a Greener Business – Start Today!

30-Day Green Starter Checklist for SMEs



Goal- Simple, no-cost actions to cut carbon, save money, and engage your team.

Week 1 – Quick Wins

- Switch off idle equipment at the end of the day
- Set printers to double-sided and black & white
- Encourage reusable mugs and bottles in the office
- Share a “Green Tip of the Week” in your team chat

Week 2 – Reduce Waste

- Move to digital invoices and statements
- Use recycled paper for essential printing
- Create a paper recycling station
- Audit your bin: what can be reused or recycled?

Week 3 – Cut Carbon

- Batch deliveries to reduce mileage
- Promote walking or cycling for short trips
- Switch to energy-efficient LED bulbs

- Check thermostats and reduce unnecessary heating
-

Week 4 - Engage Your Team

- Run a 15-minute “Green Ideas” huddle
 - Nominate a sustainability champion
 - Share your progress on social media
 - Celebrate one success with your team
-

Bonus Actions

- Sign up for CASA’s free resources
- Join our next learning session
- Tag CASA in your green wins: **#CASASouthport**

#CASASouthport #SustainableSouthport #ClimateAction

Join CASA for more resources – casa@thehearthnetwork.co.uk

www.thehearthnetwork.co.uk