



# 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

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### 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?

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### 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
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## 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
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## 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@theearthnetwork.co.uk](mailto:casa@theearthnetwork.co.uk)

[www.theearthnetwork.co.uk](http://www.theearthnetwork.co.uk)