



# The easiest thing you'll do all day.

Here are 6 more ways to conserve energy.

**1.**  
Turn off lights and other equipment when not in use.

**2.**  
Keep windows and doors closed.

**3.**  
Adjust blinds to deflect heat in summer and trap heat in winter.

**4.**  
Use task lighting for close work.

**5.**  
Unplug chargers when not charging equipment.

**6.**  
If a computer is idle for more than 30 minutes turn off the monitor.



# What's one more?



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