

Welcome to the Tuesday Tree Huggin' Tip!

I'm hearing wonderful things about The Donaldson Group Team's response to our fledgling campaign to be GREEN! Here are some examples of how your peers are using the **Three Rs** to save trees and save money:

Lynn Pham at the Corporate Accounting Office took the initiative to **REDUCE** the amount of paper used during the monthly statement process by producing double-sided copies for the internally circulated statements. **Yesenia Garay** has also mastered the art of the **two-sided copy** and continues to lead by example.

Many property managers (see attached) report that their sites **REUSE** paper printed on only one side in fax machines, for draft copies or internal documents, and as scratch paper. At corporate, **Jeanette Stahli** set up a bin for this paper so everyone can just grab it as needed. ☺ Here's an easy way to remember to use scrap paper – collect 20 sheets or so and staple them in one corner. You now have a ready-to-go notepad and can cut back on purchasing legal pads!

Dana Coleman of The Phoenix encourages both her employees and her residents to **RECYCLE** paper and other recyclables. She is actively working to include a property-wide recycling program in her 2008 budget. Way to go Dana!

Tip 3: Small changes can add up to big savings!

- Emphasize one positive environmental change that you can accomplish this week and encourage your coworkers to do the same. For example, find out which printers/copiers in your office make double-sided copies and then learn how to use that function. Then offer to teach all of your coworkers how to use it. Or, have a contest with a prize for the employee who saves the most paper. **Baby steps are still steps in the right direction!**
- I have attached a list of suggestions from members of the TDG Team for how we can all become more environmentally conscious in our business practices. Maybe one of these ideas can be your weekly focus!
- If you have any ideas or suggestions for “green” improvements for your property or the company as a whole, please let me know! I sincerely want your ideas and feedback. Let's work together to hug the trees!

Yours in crunchiness,

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