

# Reduce Your Use

## Halloween Shutdown

### REDUCE YOUR USE

Can you believe October is nearly at an end? As many of us look forward to the holiday weekend we bring you some **Energy Exercises of the Week**. We are also looking for your help to make sure there are no energy vampires sucking on our power cables this **Halloween break**. To tackle this, we want to encourage you to build a new energy saving habit for the end of your workday.

We are asking you to have a look around your workspace and see what can be safely powered down and switched off before you leave. **Make a list**, maybe talk to your work colleagues and agree on who will be doing what and when, especially before leaving for the bank holiday weekend.

Regards,  
The Energy Team

## Energy Exercises of the Week



# Pull the Blinds

Close the blinds at dusk or at the end of your working day.

*During cold nights, heat is lost through windows and glazed areas. Closing the blinds at dusk or before you leave the office in the evening adds some insulation to the windows and reduces heat loss. This can help your building retain some heat overnight, making it a bit warmer to start with the next day and will therefore require less energy to bring it up to temperature. This is a habit that will help save energy both at work and at home.*

*In the morning,  
open the blinds again  
to bring sunlight and warmth  
into the room.*



*In many buildings a significant amount of energy is consumed during unoccupied periods - that is, at night and at the weekends. For some, it can be as much as 50% of the total electricity use. Focusing on this area can save a lot of energy. We want to encourage you to build a new energy efficient habit for the end of your workday. This will help us ensure energy is not being wasted when we have all gone home.*

*Habits create easy repetition of the actions connected to saving energy. This streamlines our lives so that the tasks we need or want to do repeatedly and in a certain sequence get easier and easier to do. We encourage you to make small, sustainable changes that you can stick with.*

### **3-A Day Actions**

### 1: **Close it up**

Are there any windows or blinds you could be closing before you leave for the day?

1: Close it up



### 2: **Power it down**

Can you power down your own computer, monitor, printer or other IT peripherals?

2: Power it down



### 3: **Switch it off**

Are there any other devices or non-essential equipment that can be safely switched off? Can you switch off any lights in your work area?

3: Switch it off



Can you employ a habit stacking technique to help you remember to complete energy saving actions at the end of every day? We know what you're thinking — what is habit stacking? The idea behind it is simple: add a new action to your daily schedule by “stacking it” on top of an existing habit.

What are your end-of-the-workday habits? Can you identify one and make a mental note to stack some energy saving actions on top of it? Maybe try a calendar reminder or even a sticky note, in just the right place, to get you started. Or what about if putting on your coat reminded you to close the windows and draw the blinds as you leave for the evening!



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You are receiving this email because our organisation is taking part in the **Reduce Your Use** energy efficiency campaign.

Further information on the campaign can be found [here](#).