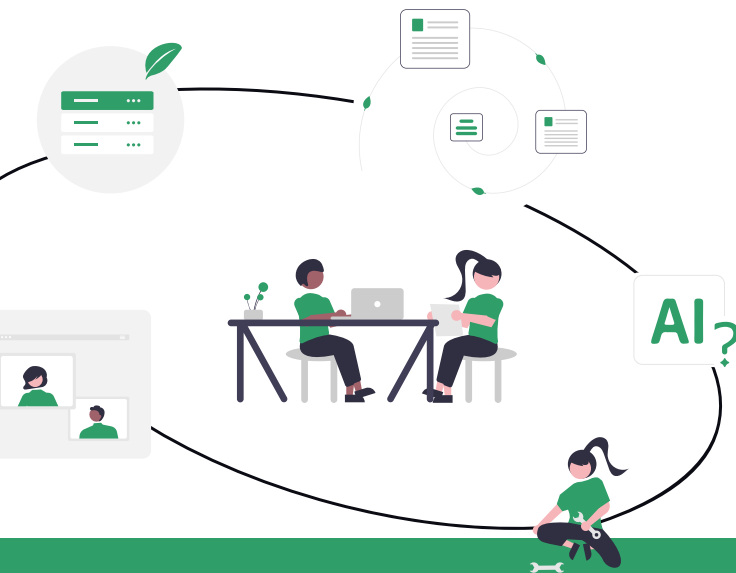


Digital Sustainability

Cheat Sheet



Equipment

- **Screen set-up**
Don't oversize the number and dimensions of your screens: your neck can only comfortably handle 35° on each side, and the planet will thank you [1].
- **Equipment lifespan**
Inform the IT department of your intention to keep your equipment longer or opt for a reuse solution.

Software

- **Artificial Intelligence (AI)**
Use AI responsibly: question its biases, reliability and impacts [2].
- **Workstation maintenance**
Surprising but true: 50% of your software is never used. Delete them! [3].

Usage

- **Communication weight**
Use your company's shared storage system, send links to files, not the files themselves.

- **Energy saving**
Turn off your devices at the end of the day, disable GPS/Bluetooth/location if unused and optimise consumption settings.
- **Eco-responsible meetings**
Favour audio or reduce video quality during your exchanges.

- **Reasoned connection**
Prefer Wi-Fi and only activate 4G/5G or satellite networks when necessary.

Skills

- **Digital use**
Analyse your relationship with digital technology, question (new) needs for software, equipment, services.
- **Responsible digital champion**
Learn about responsible digital technology, join specialised communities and organise workshops with your teams.

Sources: 1. "Environmental footprint of the digital world, third edition", Association Green IT, 2025 (EENM 2025), <https://greenit.eco/wp-content/uploads/2025/05/greenit-world-study-2025-20250417.pdf>
2. "General framework for frugal AI – Measure and Reduce des Environmental impact of AI", AFNOR, 2024, <https://w-ww.boutique.afnor.org/en-gb/standard/afnor-spec-2314/fa208976/421140>
3. "Nextthink Study: Half of Software Licenses Goes Unused by Employees, Wasting Businesses Billions", Nextthink, 2023, <https://nextthink.com/press/half-of-software-licenses-goes-unused-by-employees-wasting-businesses-billions>



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● Easy ● Intermediate ● Advanced