



## FACTS ABOUT ELECTRONICS RECYCLING

500 million+ obsolete computers are estimated to be stockpiled in households and corporate warehouses in North America

Every year over 20 million computers become obsolete

20 to 50 million metric tons of e-waste are disposed of worldwide every year

# 12.5%

Only this little of e-waste is currently recycled around the world



# 539LBS

of fossil fuel

to manufacture 1 computer and 1 monitor



# 48LBS

of chemicals



# 1,5 TONS

of water



# 1 MILLION CELLPHONES



can help recover

35 thousand pounds of copper  
772 pounds of silver  
75 pounds of gold  
33 pounds of palladium



## WHY RECYCLE ELECTRONICS?



**reduce**  
the amount that ends up in landfills

**reuse**  
the precious metals contained in end-of-life electronics

**recycle**  
any electronics that are no longer useful

### SOURCES:

<https://www.dosomething.org/facts/11-facts-about-e-waste>

<http://www.bra.org/e-waste/>

<https://www.epa.gov/recycle>



## HOW TO RUN MORE EFFECTIVE MEETINGS

“Meetings should have as few people as possible, but all the right people” -- Charles W. Scharf

Having too many meetings with weak outputs is common in today's workplaces filled with over-busy, overbooked calendars. People often ask themselves: why am I even here?

There are, however, secrets to running productive and effective meetings. We are sharing the below 6 steps as a great place to start if you want to improve the meetings with your team:



### 1. Define the purpose of the meeting.

What is the goal of the meeting? Is it to announce a new change in your billing process? Is it perhaps to reveal a significant deal to the team? Are you dealing with a challenge in your accounting process and you are seeking insight from qualified staff? Whatever the purpose is, ensure that you have a defined plan instead of a vague idea.

### 2. Develop an agenda for the meeting.

Have a list of things to cover during the meeting. There is nothing worse than omitting relevant information and missing out on the focused attention.

### 3. Select the participants.

Do some attendees seem disengaged? Are they contributing their thoughts or sitting quietly? Perhaps they do not need to be there. Be respectful of your own and the time of your employees by organizing the meeting around those that can provide insight.

### 4. Determine the length of the session.

Four hour-long meetings have a counter effect. People become disengaged and perhaps even confused about the path forward. Keeping things concise and clear is essential to ensuring everyone's headspace is where it needs to be.

### 5. Create concrete follow-up steps and action items.

What needs to happen after the meeting is closed off? Action items are the best way to ensure that people take accountability and move forward with the proposed agenda.

### 6. Curb any technology distractions.

People playing on their phones or taking calls and disrupting the meeting does not serve anybody. Meetings should be a tech-free zone if you want them to be productive.

Created by the IPS Business Owner Success School (BOSS) 



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