

INDIVIDUAL & TEAM CHECKLIST

# Digital EcoWarrior — 30-Day Action Checklist

*Practical actions any IT professional or team can take to reduce their digital carbon footprint*

You don't need to be a sustainability expert to reduce your digital carbon footprint. This checklist gives you 30 concrete actions — one per day — each taking under 30 minutes. Completing all 30 qualifies you for the GCF Digital EcoWarrior certification. Ask EcoBodhai AI at [ecobodhai.in](https://ecobodhai.in) for help on any step.

<b>30</b> Actions	<b>300g</b> CO <sub>2</sub> e saved per video call (camera off)	<b>350kg</b> CO <sub>2</sub> e per laptop manufactured	<b>300</b> Trees per computer per year
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## Week 1 — Measure & Discover

Day	Action	Why & How
Day 1	<b>Calculate your personal device carbon footprint</b>	Use GCF's IT Carbon Calculator. Record: laptop model, age, hours/day, country. Your baseline is the starting point for all future improvement.
Day 2	<b>Audit your cloud storage</b>	Delete files not opened in 2+ years. The average person has 1TB+ of unused cloud storage — consuming ~0.5 kgCO <sub>2</sub> e per TB per year.
Day 3	<b>Enable power management on all devices</b>	Set all devices to sleep after 5 minutes of inactivity. This alone can reduce device energy by 25–40% for the average office worker.
Day 4	<b>Audit your video conferencing habits</b>	A 1-hour video call with camera on ≈ 150g CO <sub>2</sub> e. Camera off reduces this by ~96%. Decide when camera-on is genuinely necessary.
Day 5	<b>Count and clean your email subscriptions</b>	The average professional receives 100+ marketing emails per day. Each stored email = ~0.3g CO <sub>2</sub> e per year. Unsubscribe from all you don't read.
Day 6	<b>Check your company's data centre PUE</b>	Ask IT/infrastructure: what is our data centre PUE? Best practice is < 1.2. Average in India is ~1.8. Share the GCF PUE benchmark guide with your team.

<b>Day 7</b>	<b>Review your AI tool usage</b>	List every AI tool your team uses weekly. For each one: is it the most energy-efficient option? Could a smaller local model (via ecobodhai.in) achieve the same result?
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## Week 2 — Optimise Hardware

Day	Action	Why & How
<b>Day 8</b>	<b>Check your laptop's age and plan</b>	If your laptop is under 4 years old, do NOT request a replacement. Each laptop manufacturing cycle produces ~350 kgCO <sub>2</sub> e. Extending life by 2 years halves this.
<b>Day 9</b>	<b>Enable battery health management</b>	Windows: Battery Report. Mac: Battery Health Management. Keeping charge between 20–80% extends battery life by 2x and reduces replacement frequency.
<b>Day 10</b>	<b>Clean out your browser tabs and extensions</b>	Each open tab consumes ~0.5W of RAM energy. 20 unused tabs = 10W continuously. Close unused tabs. Remove browser extensions you don't actively use.
<b>Day 11</b>	<b>Audit team devices for end-of-life planning</b>	Work with IT to create a device lifecycle register. Tag every device with its age and planned replacement date. Prioritise refurbishment over replacement.
<b>Day 12</b>	<b>Locate your nearest certified e-waste recycler</b>	Find your nearest MoEFCC-certified e-waste recycler. Commit: all end-of-life devices go here, never to landfill or unregistered aggregators.
<b>Day 13</b>	<b>Reduce peripheral standby power waste</b>	Unplug chargers, monitors, and peripherals when not in use — they draw standby power even when idle. Use a smart power strip for your desk setup.
<b>Day 14</b>	<b>Check your company's hardware procurement policy</b>	Does your procurement policy include EPEAT Gold or equivalent environmental criteria? If not, propose that it should — share this checklist as context.

## Week 3 — Optimise Software & Workflows

Day	Action	Why & How
<b>Day 15</b>	<b>Share files via link, not attachment</b>	A 5MB PDF emailed to 100 people = 500MB of storage energy, compounded. Links (SharePoint, Drive) generate near-zero incremental storage energy.
<b>Day 16</b>	<b>Audit your team's CI/CD pipelines</b>	How many pipelines run per day? Implement delta testing to avoid full re-runs for small code changes. Target: 30% pipeline reduction within one quarter.
<b>Day 17</b>	<b>Review your AI model choices</b>	For your most-used AI tool: is it running a 70B+ model when a 7B contextualised model would do? Smaller = faster AND greener. Raise with your ML/AI team.
<b>Day 18</b>	<b>Clean up your development environments</b>	Dev, test, and staging environments are often left running 24/7. Implement auto-shutdown schedules for all non-production environments outside business hours.
<b>Day 19</b>	<b>Review your data retention policies</b>	Data stored indefinitely = indefinite energy consumption. Propose a 3/5/7-year retention policy with automated deletion for data no longer actively used.

<b>Day 20</b>	<b>Enable dark mode system-wide</b>	On OLED and AMOLED screens, dark mode reduces energy consumption by up to 60% for dark content. Enable across all your devices and share the setting.
<b>Day 21</b>	<b>Measure your meeting carbon for one week</b>	Track all meetings: duration, participants, camera on/off. Calculate total meeting CO <sub>2</sub> e. Share the number with your team as a conversation starter.

## Week 4 — Influence & Scale

Day	Action	Why & How
<b>Day 22</b>	<b>Sign and share the Sustainable IT Manifesto</b>	Sign at <a href="https://greencomputingfoundation.org">greencomputingfoundation.org</a> . Invite 3 colleagues to sign. A public commitment to sustainable digital practices is the first step to culture change.
<b>Day 23</b>	<b>Propose a GreenOps champion for your team</b>	Every team needs a GreenOps champion — responsible for tracking and improving digital sustainability. Volunteer yourself or nominate a colleague.
<b>Day 24</b>	<b>Add sustainability to your next sprint retrospective</b>	Ask: 'What did we build this sprint, and what was its energy cost?' Even asking the question moves culture. Share GCF's AI Carbon Checklist with the team.
<b>Day 25</b>	<b>Raise BRSR compliance at your next sustainability meeting</b>	Only 25% of India's top 1,000 companies have filed. Share GCF's BRSR Readiness Guide with your sustainability or finance team. Start the conversation now.
<b>Day 26</b>	<b>Explore GCF membership for your organisation</b>	Visit <a href="https://greencomputingfoundation.org/memberships">greencomputingfoundation.org/memberships</a> . Corporate membership gives your organisation access to GCF's Carbon Assessment, BRSR toolkit, and expert network.
<b>Day 27</b>	<b>Propose a Sustainable AI policy for new AI projects</b>	Draft a one-page internal policy: 'Before deploying a new AI system, teams must document the expected carbon footprint and evaluate CPU-native alternatives.'
<b>Day 28</b>	<b>Research your cloud provider's sustainability targets</b>	AWS, Azure, GCP all publish sustainability reports. What percentage of their energy is renewable? What is their data centre WUE? Are they on track for net-zero?
<b>Day 29</b>	<b>Explore the GreenMind Hackathon and EcoBodhai</b>	GCF's annual GreenMind Hackathon (next edition: Oct/Nov 2026) is open to students, startups, and corporate teams. Register interest at <a href="https://greencomputingfoundation.org">greencomputingfoundation.org</a> . And start your free sustainable AI learning journey at <a href="https://ecobodhai.in">ecobodhai.in</a>
<b>Day 30</b>	<b>Write up your 30-day impact and share it</b>	Document what you changed, what you measured, and what you committed to. Share it internally. Submit to GCF for your Digital EcoWarrior certification.

**Get your GCF Digital EcoWarrior Certification:** Submit your completed 30-day checklist and a 300-word reflection to [greencomputingfoundation.org](https://greencomputingfoundation.org) to receive your digital badge. Continue your learning journey at [ecobodhai.in](https://ecobodhai.in) — free, AI-powered, no sign-up required.