1. Don't flush trash down your toilet. One to three gallons of water are wasted every time you flush a cigarette butt, facial tissue or other small bits of trash.

2. Check your toilets, faucets and pipes for leaks regularly.

3. Install water-saving shower heads and low-flow faucet aerators.

4. Use your water meter to check for hidden water leaks.

5. Insulate your water pipes.

6. Take shorter showers. The recommended time is 5 minutes.

7. Don't run the water while brushing your teeth or shaving.

8. Only wash clothes and run the dishwasher when there is a full load.

9. Don't leave the water running when washing dishes by hand. A typical kitchen faucet uses 2 gpm of water.

10. Sweep driveways, sidewalks and steps rather than using a garden hose.