

A Portable Office is a tool you can use to keep important information at your fingertips for easy access as you go through your busy day.

SUPPLIES NEEDED: One 3-ring binder, five tab dividers and lined 3-hole paper for notes.

Here are some suggested items to add under specific tabs. Start with these and then add your own to increase your effectiveness. You can find the items in *italics* in the Learning Center.

<p>TAB 1</p> <p>PERSONAL BUSINESS</p>	<ul style="list-style-type: none"> • Your dreams, goals, your WHY, Your Story, 30-Second Commercial • Home Office contact list • Current company promotions, incentives and <i>Show Me the Money</i> • <i>Host Rewards</i> and <i>How to Be an Amazing Host</i> • Tracking sheet for booking and sponsoring leads
<p>TAB 2</p> <p>JUMP START CONSULTANTS – IN THEIR FIRST 50 DAYS</p>	<ul style="list-style-type: none"> • <i>Successful Start Guide</i> • <i>Successful Start Leader Tips</i> • <i>Jump Start FLYER</i> • FOR EACH NEW CONSULTANT <ul style="list-style-type: none"> <input type="checkbox"/> <i>Consultant Profile FORM</i> <input type="checkbox"/> <i>Successful Start Tracking Sheet FORM</i> <input type="checkbox"/> Consultant's Story and 30-second commercial <input type="checkbox"/> <i>Post-Show Follow-Up Questionnaire FORM</i> to use for their first 6 Shows <input type="checkbox"/> <i>Weekly Coaching Call Worksheet FORM</i>
<p>TAB 3</p> <p>CONSULTANTS</p>	<ul style="list-style-type: none"> • FOR EACH CONSULTANT <ul style="list-style-type: none"> <input type="checkbox"/> <i>Consultant Profile FORM</i> <input type="checkbox"/> Consultants' goals
<p>TAB 4</p> <p>FUTURE LEADERS</p>	<ul style="list-style-type: none"> • <i>Income Opportunity & Profit Plan</i> • <i>3-Way Opportunity Call/Presentation</i> • FOR EACH FUTURE LEADER <ul style="list-style-type: none"> <input type="checkbox"/> <i>Consultant Profile FORM</i> <input type="checkbox"/> Consultant's Story <input type="checkbox"/> <i>Sponsoring Tracking Chart FORM</i> <input type="checkbox"/> <i>Post-Show Follow-Up Questionnaire FORM</i> <input type="checkbox"/> <i>Weekly Coaching Call Worksheet FORM</i>
<p>TAB 5</p> <p>MEETING PLANNING</p>	<ul style="list-style-type: none"> • Leading EDGE Meeting agenda and training • Training ideas you want for future team training • Announcements from the company to review at meetings • Consultant and team recognition • Important announcements