



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.

Tab 1	<p>Personal Business</p> <ul style="list-style-type: none"> • Your dreams, goals, your WHY, your Share & Care Story, 30-Second Commercial • Home Office contact list • Current company promotions, incentives, <i>Show Me the Money</i> and <i>6+2 Formula for Success</i> • <i>Hostess Rewards</i> and <i>How to Be an Amazing Hostess</i> • Tracking for booking and sponsoring leads
Tab 2	<p>Quick Start Consultants – in their first 90 days</p> <ul style="list-style-type: none"> • <i>Successful Start Guide</i> • <i>Successful Start Leader Tips</i> • <i>Quick Start Rewards FLYER & VIP coupons directions</i> • <i>3-Way Successful Start Call</i> • <i>Coaching New Consultant's First 6 Hostesses</i> • <i>Creating Your Share & Care Story</i> • FOR EACH NEW CONSULTANT: <ul style="list-style-type: none"> - <i>Consultant Profile</i> - <i>Successful Start Tracking Sheet FORM</i> - Their Share & Care Story and 30-second commercial - <i>Post-Show Follow-Up Questionnaire FORM</i> to use for their first 6 Shows - <i>Weekly Coaching Call Worksheet FORM</i>
Tab 3	<p>Consultants</p> <ul style="list-style-type: none"> • FOR EACH CONSULTANT <ul style="list-style-type: none"> - <i>Consultant Profile FORM</i> - Their Share & Care Story, 30-Second Commercial - Consultants' goals
Tab 4	<p>Future Leaders</p> <ul style="list-style-type: none"> • <i>Income Opportunity & Profit Plan FLYER</i> • <i>Go for Supervisor, Manager and Executive Manager</i> • <i>3-Way Opportunity Call/Presentation</i> • FOR EACH FUTURE LEADER: <ul style="list-style-type: none"> - <i>Consultant Profile FORM</i> - Their Share & Care Story - <i>Sponsoring Tracking Chart FORM</i> - <i>Post-Show Follow-Up Questionnaire FORM</i> - <i>Weekly Coaching Call Worksheet FORM</i>
Tab 5	<p>Team 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