



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

## SUPPLIES NEEDED:

- One 3-ring binder with pockets in the covers
- Five tabbed pocket dividers
- Blank lined paper

## FORMAT:

*Here are some thought-starters for content in each tab. You can start with these ideas and then add your own to increase your effectiveness.*

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| <p><b>TAB 1</b><br/><b>PERSONAL BUSINESS</b></p>                     | <ul style="list-style-type: none"> <li>• Your dreams, goals, your WHY, Share &amp; Care Story and 30-Second Commercial</li> <li>• Home Office contact list</li> <li>• Current company promotions, incentives and information</li> <li>• Tracking sheets for booking leads, sponsoring leads, customer care follow-up</li> </ul>                          |
| <p><b>TAB 2</b><br/><b>QUICK START CONSULTANTS FIRST 90 DAYS</b></p> | <ul style="list-style-type: none"> <li>• Quick Start flyer</li> <li>• Consultant Profile for each new Consultant in Quick Start</li> <li>• Each Consultants Share &amp; Care Story and 30-second commercial</li> <li>• Post-Show Follow-Up Questionnaires for first 6 Shows</li> <li>• Successful Start Tracking for each new Consultant</li> </ul>      |
| <p><b>TAB 3</b><br/><b>CONSULTANTS</b></p>                           | <ul style="list-style-type: none"> <li>• Consultant Profiles, Share &amp; Care, 30-Second Commercial</li> <li>• Consultants' goals</li> <li>• Coaching call summaries</li> </ul>   |
| <p><b>TAB 4</b><br/><b>FUTURE LEADERS</b></p>                        | <ul style="list-style-type: none"> <li>• Consultant Profiles</li> <li>• Their Share &amp; Care, 30-Second Commercial</li> <li>• Weekly Activity Forms or Monthly Activity Calendar for coaching</li> <li>• Post-Show Follow-Up Questionnaires</li> </ul>   |
| <p><b>TAB 5</b><br/><b>TEAM MEETING PLANNING</b></p>                 | <ul style="list-style-type: none"> <li>• Leading EDGE Meeting agenda and training</li> <li>• Training ideas you want for future team training</li> <li>• Announcements from the company to review at meetings</li> <li>• Consultant and team recognition</li> <li>• Notes of special achievements that you want to recognize at team meetings</li> </ul> |