

## Portable Office

This is an easy way to keep organized. Purchase an expandable/portable file (can be purchased at Target, Shopko or Walmart). I like it to be a plastic exterior with a handle as it is more durable. Label each pocket as follows:

- Current- anything needing immediate attention
- Weekly Plan Sheets
- Weekly Accomplishment Sheets/Star Consultant Tracking
- Spiral Notebook – First ½ ongoing list of booking prospects, Second ½ ongoing list of team building prospects
- Scripts
- Hostess Packets
- Guest Lists
- Recruiting Packets
- Agreements
- Beauty/Look Books
- Expenses (put throughout month and then transfer into monthly expense envelope)
- Sales Tickets (keep throughout month then transfer into a monthly income envelope)
- Blank Sales Tickets
- Contests/Promotions
- Applause – keep current issue of Applause Magazine
- Newsletter – print and keep current copy of newsletter
- Product Knowledge Book