

# SETTING UP YOUR OFFICE:

## OFFICE TOOLS:

1. 2 x Notebooks (1. Notes & 2. List Making)
2. Hourly Calendar Book (Digital or Paper)
3. Clipboard
4. Box of Colored Envelopes Size A9
5. Business Bag
6. Small plastic bags 3"x4"
7. Business Cards
8. Sharing Envelope & Info. Cards

## ADDITIONAL ITEMS TO ADD:

- a. X39, Aeon
- b. Order Form or Enrollment Form
- c. Pens

## FOLLOW UP & RETENTION- RETENTION TOOLS:

- 1-31 Day Tab Divider
- Monthly Tab Divider
- Gift of Good Health
- Annual Health Tracker