

## Setting Up Your Home Office and Business On-The-Go

### When you are organized you will be prepared for new business.

Whether you're a new real estate agent or have been in the business for a while, it's important to equip your home office and car with the essential tools you need to be successful. Having a dedicated home office space can significantly improve focus and efficiency.

#### OFFICE SET UP

- Business Cards
- Calculator
- Phone Charger
- Stapler & Paperclips
- Pens & Notebook
- Small Printer & Printer Paper
- Extra Monitor for maximum efficiency
- Mailing Envelopes
- Thank You Cards with Envelopes
- Stamps
- Computer w/ bookmarks saved (Mail, Calendar, MLS, Signing Software, CRM, etc.)
- Buyer & Seller Packages – printed and ready

#### ZOOM MEETING SET UP

- Ensure your office is in a private location where you can avoid interruptions.
- Declutter the space behind you or ensure you have a good backdrop – stage the background or have a plain wall behind you.
- Have sufficient lighting so others can see you – consider a small lamp to your workspace or be near a window to leverage natural light
- Ensure camera is at eye level.
- Microphone and Headphones are fully operational.
- Wi-Fi connection is stable and strong.
- Buyer/Seller Presentations and disclosure packages digitally ready to share on the screen

#### BIN FOR THE CAR

- Charged Phone w/ e-Key and MLS app
- Business Cards
- Extra Phone Charger
- Tape Measure
- Flashlight
- Compass
- Bottle of Water and/or Snacks
- First Aid Kit
- Cleaning Wipes/Tissues
- WD-40
- Screwdriver
- Umbrella
- Disposable Booties
- \$20 Cash for Emergencies
- Pens
- Buyer & Seller Packages
- Zip-Ties/S Hooks (for securing signs)
- 9V Batteries (for smoke/CO detector emergencies)
- Blue-Tape (for new construction)

