



## Create Your Computer Files

Create a separate folder either on your desktop or in your "My Documents" folder for each of the below categories. Then define which folders you need to create in each of the main folders based on your existing computer files.

**Administrative** – List all of the computer files you use to track your banking, taxes, billing, supplies, etc.

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**Customer Support** – List all of the computer files you use to track your customer support, including future follow up, returns, backorders, etc.

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**Downline Support** – List all of the computer files you use to support your downline, including new representative training, ongoing training information, team reports, individual coaching files, etc.

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**Host Coaching** – List all of the computer files you use to track and work with your hosts, including current hosts, previous hosts, host information, host packet contents, etc.

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**Party Preparation**– List all of the computer files you use in preparation for your party presentations, including catalogs, order forms, host special flyers, door prize drawing slips, wish lists, etc.

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