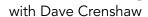## Resource Check List

The following list of resources is recommended for completing the action section of this training (chapters 8–11). As these items will be directly referenced, it is recommended that you have these items on hand prior to beginning this portion of the course.

	Large file boxes (minimum 8)
	Electronic labeler (with batteries if necessary)
	DVD/CD storage wallet
	Desk inbox, legal size (at least 3" deep)
	Hanging file folders (letter or legal size, minimum 50)
	Manila folders (minimum 100)
	Alphabetical tabs or guides for hanging file folders (2 sets)
	Stacking letter trays (minimum 6)
	Calendaring system (install relevant software in advance, or, if using paper planner—which is not recommended—weekly-view planner pages with hour-by-hour and tasks for each day)