

- Weekly** Stock Travel Bag / Briefcase
- Weekly** Clean Car
- Monthly** Stock Materials
- Seasonally** Schedule Maintenance
- Seasonally** Stock for weather

"Road Warrior" Check List

Travel Bag / Briefcase		Create an Emergency Car Kit	
	PHONE and Charger		
	Business cards		Take this list to store
	Chargers (computer, phone, etc.)		Containerize these items
	Computer and cord		- Sterilite Brand - good source
	Files (client, colleague, vendor)		This will STAY in your car
	Flash drives		
	iPad and Charger		Contents
	Meeting materials		
	Portfolio (note pad)		<i>For "Everyday" Road Trips</i>
	Presentation materials		Hand sanitizer
	Writing utensils (pens, high lighters, pencils)		Flashlight (check batteries before long trips)
			Water
	Promotional Materials		Food
	<i>File Box Tote is a good storage unit for this</i>		First aid kit (band aids, aspirin, antibiotic cream)
	Collateral materials (brochures)		Umbrella
	Give aways		Water / snacks
	Promotional Materials		
	Sales Aides		<i>For "Winter Travel" Road Trips</i>
	Promotional Materials		Battery Pack Cell Charger
			Blankets
			Broom
	Weekly and Schedule Maintenance		Simple Heat Source - Matches with candles & lighter or matches and metal coffee can
	Check fluid levels (oil, breaks, antifreeze, etc.)		Gloves, scarf, hat
	Check tire pressure		Hand warmers
	Empty trash can		Ice scraper
	Fill gas		Sand or Rock Salt
	Order Fast Lane toll gadget (i.e. Eazy Pass or iPass)		Shovel
	Wash Car		