

# GPS Business Academy 90 DAY QuickStart Program



gpsbusinessacademy.com

with Jennifer Hoffman

## MODULE 1 : Business Basics – Your Office Equipment

### Your ACTION Steps

Here is a list of basic office equipment you will need for your office:

Desk and lamp or lighting for your workspace

Office chair

Computer

Internet connection & modem – check with your cable or phone service

Telephone -- landline if your cell phone service is not reliable

Computer – get a laptop or desktop with monitor

File Cabinet – get a used one at a used office supply store

Printer – 4 function color printer that can print, copy, scan, fax

Shredder 6 to 12 page crosscut

Once you have these basic supplies you can add additional equipment as needed. Remember to budget for it so you have available funds.

I'm here to support you in your business success!

Jennifer Hoffman

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Email questions to [support@enlighteninglife.com](mailto:support@enlighteninglife.com)