

# STRATEGIC TOOLS TO SUCCESS



# RESOURCES

## TAKING INVENTORY OF ONSITE SUPPLIES

### Office Supplies:

- ✓ Binder Clips
- ✓ Black Sharpies
- ✓ Calculator
- ✓ Clipboard
- ✓ Dry Erase Markers
- ✓ Flash Drives
- ✓ Highlighters
- ✓ Packing Tape & Dispenser
- ✓ Paperclips
- ✓ Pencils and Pens
- ✓ Post-It Notes
- ✓ Stapler
- ✓ USB Charging Kit

### Toiletry / First Aid:

- ✓ Disposable Toothbrush and Toothpaste
- ✓ First Aid Kit
- ✓ Hair Spray
- ✓ Hand Sanitizer
- ✓ Lint Roller
- ✓ Mints
- ✓ Nail File
- ✓ Tissues
- ✓ Stain Stick Pen

### Tools:

- ✓ Batteries
- ✓ Box Cutters
- ✓ Candle Lighter
- ✓ Krazy Glue
- ✓ Power Strips
- ✓ Scissors
- ✓ Tape Measure
- ✓ Tool Kit

### Rock Star Items:

- ✓ Birthday Candles
- ✓ Chimes
- ✓ Cigar Cutter
- ✓ Clear Nail Polish
- ✓ Glue Gun
- ✓ Powder
- ✓ Safety Pins
- ✓ Sewing Kit
- ✓ Static Guard
- ✓ Velcro
- ✓ Zip Ties

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MEETINGS & EVENTS  
Redefining Excellence