

Out Of Office. Blog

Escape the office and travel ✈️

Packing List

Destination	Special Events	# Days	Weather

Carry-on Bag		
Pillow	Blanket	Dramamine
Eye Mask	Earplugs	Earphones
Lip Balm	Kleenex	Mints/Gum
Moisturizer	Wet Wipes	Zip-lock Bags
Toothbrush	Mouthwash	2 binder clips
Travel Locks	Door Stop	Pen/Paper
Vitamins	Prescriptions	Snacks
iPad	Camera	Laptop
Electronic cords, plugs and adaptors		

Day Bag		
Lip Balm	Breath Spray	Sanitizer
Kleenex Packs	Motion Sickness Bands	
Safety Whistle	Flashlight	Spork
Umbrella	Sunglasses	Water Bottle
Wallet/Money	Passport, Visa, Driver's License	
Maps/Directions	Tickets	Itinerary
Emergency Info	iPhone	GPS
Passport Copy	Hotel Card	Zip-lock Bag

Toiletry Bag		
Shampoo	Conditioner	Body Wash
Lotion	Sm Perfume	Deodorant
Toothbrush	Toothpaste	Dental Floss
Mouthwash	Hairbrush	Hair Ties
Curling Iron	Nail File	Nail Polish
Tweezers	Razor	Shaving Foam
Cotton Swabs	Feminine Hygiene Products	
Needle/Thread	Band-Aid's	Pain Reliever
Laundry Bag	Laundry Soap	Stain Stick
Make Up Bag	Jewelry Bag	

Sunshine		
Swim Suit	Beach Bag	Cover Up
Beach Towel	Flip Flops	Water Shoes
Sunscreen	Aloe Vera	Insect Spray

Brrrrrrrr		
Sweaters	Sweat Shirts	Lg Underwear
Coat	Gloves	Hat
Scarf	Boots	
Rain Coat	Rain Boots	Umbrella

Clothing			
Walking Shoes	Sandals	Slipper Socks	Sleepwear
Underwear #___	Bras #___	Socks #___	Belt
Shorts #___	Jeans #___	Capri's #___	Skirts #___
Sh Sleeve Shirt #___	Lg Sleeve Shirt #___	T-Shirts #___	Sweat Shirts #___

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Travel Checklist

Travel Preparation		
Guide Books & Maps	Check Travel Advisories	Check Travel Scams
Check Passport Dates	Enroll Frequent Flyer/Rewards	Check Visa Requirements
Get Vaccinations	Check Medical Insurance	Check Travel Insurance
Purchase plane ticket	Transportation To/From Airport	Hotel Reservations
Photo of Suitcase	Check Airlines Luggage Weight Limits & Restrictions	
Check Electricity Voltage	Find Countries Phone Code	Photo Travel Companions
Emergency Card to Wallet	Copies of Important Papers to Google Documents	
Notify Bank Cards	Purchase Local Currency	iPad Downloads
Prepare Electronics		
Download Book	iTunes Backup	Clear Camera Memory
Camera & Charger	Phone & Charger	iPod & Charger
iPad & Charger	GPS	
Home Preparation and Security		
Arrange Pet Care	Pet Food & Supplies	Hold Mail
Do Laundry	Clean House	Food in Freezer for Return
Clean Out Refrigerator	Run Garbage Disposal	Take Out Trash
Mow Lawn	Water Plants	Set Sprinkler Timer
Remove Hidden Key	Inform Neighbor Will be Away	Hide Valuables
Lock Windows and Doors	Close Curtains and Blinds	Set Light Timer
Pay Bills	Unplug Appliances	Adjust Thermostat
Personal Preparation		
Review Packing List	Purchase Needed Items	Break in New Shoes
Haircut & Color	Manicure and Pedicure	Wax Eyebrows

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Travel Itinerary				
Date	Time	Activity	Reservation	Cost
Day 1				
Day 2				
Day 3				
Day 4				
Day 5				

Day 6				
Day 7				
Day 8				
Day 9				
Day 10				
Day 11				
Day 12				

