



Kathy Paauw ~ Productivity Consultant ~ Certified Professional Coach
kathy@OrgCoach.net ~ www.OrgCoach.net ~ 425-881-6627

PACKING CHECKLIST FOR TRAVEL

Customize this Packing Checklist for yourself. Then print and laminate it. Keep it in your suitcase so you see it each time you pack for a trip OR keep this list on your phone so you always have it with you.

<p>To Do Before Leaving: Back up computer Charge laptop battery Change voicemail message Arrange for transportation to/from to airport Forward e-mail or put auto-response on e-mail Hold delivered mail/ask neighbors to collect it Arrange for house sitter/pet sitter Hotel reservations Car reservations Airline reservations Other reservations: _____</p> <p>Clothes--Women: Shorts Jeans/casual pants Dress pants Skirted suits Pantsuits Dress shirts Casual shirts Dressy dresses Casual dresses Sweaters Coat/hat/gloves/ear muffs/scarves Exercise clothing & shoes Undergarments (bra, underwear, slips, etc) Nylons, socks Jewelry: earrings, necklaces, pins Scarves & accessories Belts Shoes: dress, sports, casual, thongs/sandals, Snow shoes/boots Swimsuit & cover-up/swim goggles Water shoes Sun hat Sunglasses Prescription glasses/contacts Sleepwear & bathrobe House slippers</p>	<p>Toiletries: Make-up Tweezers, clippers, cuticle scissors Medications. Topical ointments, antibacterial creams Sunscreen Mosquito repellent Band-aids Feminine hygiene products Vitamins Hand & body lotion Shaver/shaving cream Shampoo & conditioner Contact lens solution Hair spray Cotton balls, Q-tips Nail polish & remover Blow dryer, curling iron Combs & brushes Toothbrush, toothpaste, floss Birth control</p> <p>Clothes—Men: Underwear Socks -- dress and sports Suits Ties Belts Dress & casual shirts Dress & casual pants Shorts Exercise clothing & shoes Jewelry/cufflinks/tie tacks Shoes: dress, tennis, casual, thongs, snow Swimsuit & cover-up/swim goggles Water shoes Sunglasses Prescription glasses/contacts Sleepwear & bathrobe House slippers Coat/hat/gloves/ear muffs/scarves Sweaters</p>
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International Travel:

Passport/Visa
Electric adapter kit (110V adapter)
Foreign language book/dictionary
Medications for tropical diseases & diarrhea

Other:

Picture ID
Reading materials
Laundry bag
Tote bag
Cash
Camera
Airline tickets
Rental car confirmation info
Hotel confirmation info
Pad of paper
Snacks/meal replacement bars
Carry-on emergency kit (meds, toothbrush, etc.)
Games/entertainment
Sports equipment
Cell phone and charger
Hostess gift or other gifts
Umbrella
Portable flashlight

Business/Presentation Materials:

Demo materials
Handouts
Pointer
Computer and power cord
PowerPoint presentation
Thumb drive with presentation materials backed up
LCD Projector
Business cards/promo materials
Marker pens
Client info
Items for retail sale / order forms
Credit card processing tools

If flying, do NOT have in carry-on:

Metal scissors
Knitting needles
Sharp nail file
Knives of any length
Box cutters or blades
Ice picks, corkscrews
Straight razors
Lighters
Firearms
Fireworks
Household cleaners
Pressurized containers
Matches
Baseball bats
Golf clubs
Pool cues
Hockey sticks
Anything that could be perceived as a weapon
More than 3 oz. of liquid items.

Flammable aerosols including hair spray, spray paint, or insect repellent; carbon dioxide cartridges, oxygen tanks (scuba or medical), mace, tear gas, pepper spray, self-inflating rafts, and deeply refrigerated gases such as liquid nitrogen

***When in doubt, transport items in your checked baggage.**

TIP:

When traveling you might want to leave helpful messages on your cell phone (such as where you parked your car at the airport) and check your messages upon return.