

## Lesson 4

# Business Trip Checklist

---

### WHILE YOU ARE AWAY: PREPARING THE OFFICE

- Organize any necessary meetings to take place on your trip; book appointments and meeting rooms.
- If traveling internationally, obtain any necessary paperwork and vaccinations.
- Familiarize yourself with local business customs common at destination.
- Confirm appointments, schedules, reservations, etc.
- Tie up any loose ends at the office (finish up projects; set up out-of-office replies; notify or remind coworkers about your departure).
- Print out hard copies of presentations, agendas, and important documents.

### WHILE YOU ARE AWAY: PREPARING THE HOME

- Arrange for child, pet, and plant care; communicate needs and schedules.
- Pause routine deliveries.
- Make your home seem lived-in while away by putting lights and a radio on timers.
- Turn down thermostat.
- Leave house and car keys, and your complete itinerary, with a trusted friend.
- Lock windows, garages, and doors.

### PACKING FOR THE TRIP

- Make a list of the specific items of clothing you'll need to pack for your trip to suit the various functions you'll attend.
- Try to pack everything you need in a carry-on bag, to avoid the possibility of lost luggage.
- If you check your bag, pack a second set of business clothes and toiletries in a carry-on bag, in case of lost luggage.
- Print several copies of this checklist, and save a copy on your computer's hard drive to refer to when planning your next trip. Storing the checklist on your computer is the easiest way to make updates to it when necessary.

### WHAT TO LEAVE FOR FAMILY AND CAREGIVERS AT HOME

- Leave your contact information—including names, addresses, phone numbers where you're staying—with a family member, so they can reach you while you're away.
- Phone numbers (all contact numbers for you; doctor/vet; pharmacy; mechanic; helpful friends/neighbors; alarm company).
- Cash for groceries and emergencies.
- Consent for medical treatment forms and insurance cards.
- Your travel itinerary