Comprehensive Travel Checklist for Preparing for a Trip

I help my Schedule Makeover time coaching clients break down multi-step activities into lists so that they can move forward on them without feeling overwhelmed. (David Allen does a great job of explaining why this technique is so effective in Getting Things Done.)

If Driving:

- [ ] Make sure oil is changed and any car maintenance is done.
- [ ] Make sure up-to-date auto insurance is in wallet and car registration stickers on are license plate.
- [ ] Confirm address.
- [ ] Get directions or check that it comes up on your GPS device.

If Flying:

- [ ] Book flight.
- [ ] Book hotel, and confirm check-in time.
- [ ] Coordinate pick up or transportation after arrival.
- [ ] Confirm flight time.

Packing Strategy: If driving:

- [ ] Determine how much luggage space is available if you are taking large objects and/or have many people in the car.

If flying:

- [ ] Decide whether you will check in luggage.
- [ ] Follow all airline standards for size and weight and items you can carry on. (An easy way to check the weight is to weigh yourself and then step on your home scale holding your bag.)

Toiletries:

- [ ] Floss, tooth brush, tooth paste, mouth wash, skin care, moisturizer, deodorant, glasses, contacts, contact case, contact solution and perfume Hair brush, curling irons, flat irons, gel, hairspray

Miscellaneous:

- [ ] Wallet and government ID
- [ ] Cell phone

- [ ] Camera (including extra battery and if applicable, device to upload photos to the computer
- [ ] Calendar/planner/notepad
- [ ] Books or other reading material

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