

# Things To Do Before I Head Out of Town!!

## 1 month prior

- \_\_\_\_\_ Re-confirm time off on work schedule
- \_\_\_\_\_ Double pay bills due during vacation
- \_\_\_\_\_ Re-confirm reservations
- \_\_\_\_\_ Verify addresses/numbers for itinerary
- \_\_\_\_\_ Get gifts for those helping at home and/or folks I'm visiting
- \_\_\_\_\_ Test ATM card (or any debit or credit card that's rarely used)
- \_\_\_\_\_ Block off time to catch up the day after or weekend after I return (approximately one hour for each day I'm gone; two full days for trips two weeks or longer)

## 2 weeks prior

- \_\_\_\_\_ Do I have any ongoing projects with family and friends? If so, email them to remind them of my travel schedule and let them know I won't be able to do anything last minute for them.
- \_\_\_\_\_ Order extra prescriptions

## 1 week prior

- \_\_\_\_\_ Arrange for vacation hold/stop newspaper delivery
- \_\_\_\_\_ Arrange for vacation hold/stop mail delivery
- \_\_\_\_\_ Find a ride to airport
- \_\_\_\_\_ Get cash
- \_\_\_\_\_ Get foreign currency (or plan to stop at an ATM machine at the arrival airport)
- \_\_\_\_\_ E-mail itinerary to family
- \_\_\_\_\_ Record/"encrypt" important phone/numbers (credit cards, passport, etc.) in journal or phone
- \_\_\_\_\_ Call credit/debit/ATM card companies to place travel alert on cards
- \_\_\_\_\_ Other:

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## Weekend prior

- \_\_\_\_\_ Do laundry
- \_\_\_\_\_ Pack clothes and toiletries for trip
- \_\_\_\_\_ Clean the house: Dust Vacuum Sweep Bathrooms \_\_\_\_\_

## Day before

- \_\_\_\_\_ Get kiddo instructions together
- \_\_\_\_\_ Take children to sitter
- \_\_\_\_\_ Get dog instructions together
- \_\_\_\_\_ Take dogs to kennel
- \_\_\_\_\_ Double check packing
- \_\_\_\_\_ Get in-use toiletries together
- \_\_\_\_\_ Set text or email alert for flight change info or verify mobile app delivers to phone
- \_\_\_\_\_ Print out boarding pass or check that digital version appears on phone
- \_\_\_\_\_ Drink lots of water to stay hydrated for flight
- \_\_\_\_\_ Prepare yard for departure (sprinkler systems, hoses, feeders, pumps, bbq pit, etc.)
- \_\_\_\_\_ Set voicemail and email auto-responders if applicable
- \_\_\_\_\_ Pack lunches/snacks for layovers
- \_\_\_\_\_ Charge cameras phones laptops tablets
- \_\_\_\_\_ Other

## Day of travel

- \_\_\_\_\_ Unplug electronics
- \_\_\_\_\_ Adjust thermostats
- \_\_\_\_\_ Turn off applicable appliances
- \_\_\_\_\_ Set timers on lights
- \_\_\_\_\_ Leave home happy. Relax. Enjoy my trip!