

# simplify<sup>101</sup><sup>TM</sup>

## travel checklist

### TO DO BEFORE TRIP

- Boarding reservations for pets
- Drop off pets
- Change email to out of office
- Change voice mail message (biz)
- Hold mail
- Mow lawn
- Pay bills
- Refrigerator - remove perishables
- Reschedule cleaning service
- Sync PDA
- Take out garbage
- Turn off water
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### TO PACK FOR ME

- Accessories
- Belts
- Business outfits
- Casual clothes for relaxing
- Coat
- Gloves / hat / scarf
- Hose
- Jacket
- Jewelry
- Pajamas
- Pants / skirts
- Shirts
- Shoes
- Shorts
- Socks
- Sweaters
- Swim suit
- Undergarments
- Workout clothes
- Workout shoes
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### OTHER STUFF

- Address book / date book\*
- Alarm clock\*
- Books / reading material\*
- Bottled water\*
- Bug spray
- Camera\*

- Film / memory cards / batteries\*
- Cash\* / charge cards\*
- Cell phone\*
- Cell phone charger\*
- City info
- Client info\*
- Dirty clothes bag
- Dish soap
- Lap top computer\*
- Maps / driving directions\*
- Meeting agenda\*
- MP3\*
- Paper\*
- PDA\*
- PDA charger\*
- Pens\*
- Tickets / itinerary\*
- Tote bag
- Umbrella
- Wine bottle opener
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### TOILETRIES

- Contact case\*
- Contact solution\*
- Dental floss
- Extra contacts
- Face cleaner\*
- Face cream\*
- Glasses\*
- Hair brush\*
- Hair dryer
- Hair spray\*
- Lotion
- Makeup\*
- Medication\*
- Razors
- Sunglasses
- Sunscreen
- Toothbrush\* + toothpaste\*
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### CAR TRIPS

- Beverages
- Blanket

- Hand sanitizer
- Napkins
- Pillows
- Snacks
- Tapes / CD's
- Wipes
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### PLANE TRIPS

- Blanket
- Bottled water\*
- Change of clothes\*
- Empty bag for souvenirs
- Pillow
- Snacks\*
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### TO PACK FOR KIDS

- Aero bed and sheets
- Blankets
- Books
- Bug wipes
- Car games
- Crayons / coloring supplies
- Pillows
- Pull-ups
- Stuffed animals
- Swim wings
- Tooth brush + paste
- Toys
- Tub cleaner
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### KIDS CLOTHES

- Jacket
- Pants + jeans
- Shirts + T-shirts
- Shoes
- Shorts
- Sneakers
- Socks
- Special occasion outfits
- Sweatshirt

\* Keep in carry-on bag