GRUMPY DAD TRAVEL TALES

One less thing to forget.

The one-page business trip checklist

BEFORE YOU LEAVE

- [ ] Check your booking details and meeting schedule.
- [ ] Save your hotel and venue addresses offline.
- [ ] Check the documents needed for your destination.
- [ ] Share your travel schedule with the people who need it.

IN YOUR BAG

- [ ] Travel documents, wallet, keys.
- [ ] Phone, laptop, chargers and the right plug adapter.
- [ ] Meeting clothes, comfortable shoes and toiletries.
- [ ] Headphones and something to read.

WHEN YOU ARRIVE

- [ ] Confirm how you will get to the meeting.
- [ ] Charge your devices and set your alarms.
- [ ] Put tomorrow's essentials together before bed.