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Trip Preparation Checklist

- ✓ Load all trip details into electronic calendar (Outlook, iCal, iPhone, Blackberry, etc)
- ✓ Share all information with administrative assistant & significant others
 - flights
 - car(s)
 - hotel(s)
 - list of people meeting with and their contact information
 - list of 20 people you commonly call – work and personal
- ✓ Printed copies of all of the above items in a folder labeled with a meaningful title such as “Trip XYZ – mm/dd/yy”
 - This is in case electronics fail or have dead battery
- ✓ Spare pen or refill
- ✓ Notebook/notepad for times on plane when electronics must be off
- ✓ Book/ebook reader
- ✓ Earbuds or Headphones (preferably noise-canceling)
- ✓ All necessary cords, chargers, batteries, etc.
- ✓ Change for a pay phone
- ✓ Pre-paid calling card
- ✓ All of these items remain with you at all times in your briefcase
 - Your briefcase should always be touching you while you are in transit