

Trip Planning Checklist

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3-6 Months Before

- Research destination
- Set overall budget
- Book flights
- Book accommodation
- Check passport validity (6+ months)
- Apply for visa if needed
- Get travel insurance
- Schedule vaccinations if needed
- Start saving
- Request time off work

1-2 Months Before

- Book tours and activities
- Make restaurant reservations
- Arrange pet or house sitter
- Notify bank of travel dates
- Check luggage condition
- Research local customs and etiquette
- Download offline maps
- Create day-by-day itinerary
- Book airport parking or transfer
- Get foreign currency or travel card

1 Week Before

- Check weather forecast
- Start packing (use a list!)
- Charge all electronics
- Download entertainment (movies/music/podcasts)
- Print or save confirmations
- Set out-of-office email
- Share itinerary with emergency contact
- Check in for flights online
- Arrange mail hold

- Water plants / prep home

Day Before

- Final packing check
- Confirm all reservations
- Fully charge all devices
- Set home security / light timers
- Take out trash
- Pack carry-on essentials separately
- Screenshot boarding pass
- Check traffic/route to airport

Day Of -- Grab These

- Passport / ID
- Wallet + cards
- Phone + charger
- Medications
- Snacks + water bottle
- Entertainment
- Arrive at airport 2-3 hours early (international) or 1.5 hours (domestic)