

11 Tips for Traveling Smart

By Evelyn Gray

Tips to help you lighten the burden of traveling... whether for business or pleasure.



1. Plan and organize early.

Reserve your car rental and hotel room well in advance. Preplanning reduces the stress if unexpected glitches happen.

2. Call in advance.

Phone the hotel at least 1 week ahead of time to find out what amenities are available like having hair dryer, laundry facilities or an exercise room.

3. Packing--use the 50% rule.

Try to pick out outfits that you can mix and match, so you can wear each outfit at least twice.

4. Use a packing list.

Organize items according to categories: clothing, toiletries, reading materials, etc. Check off each item on your list as you're packing your suitcase. Using colored paper will help spot your list quickly when you need to reference it.

5. Take an empty suitcase—save time

What? An empty suitcase? If you love to shop, an empty suitcase comes in handy as the suitcase arrives at the same time you do. Use tape or a ribbon to make your suitcase look different greatly reduces the likelihood of someone picking it up by accident.

6. Make up a schedule ahead of time.

Be flexible with your schedule as you're traveling to enjoy yourself. So if you find something more exciting to do, go for it.

7. Carry on bag.

A small carry-on bag will ensure you have the necessities with a change of clothing, underwear, medications, cosmetics, and a good book if your luggage doesn't arrive on time.

8. Bag it.

Keep your dirty items separate from your clean clothes and pack an empty plastic bag.

9. Safety comes first.

Let people know where you are. Make 3 copies of your itinerary: one to post in your home, one for yourself, and one for a family member who's not traveling with you.

10. Time to catch-up.

Laptops can make it easy to bring some work along when traveling — no major projects please.

11. There's no place like home.

Clean your house before leaving on vacation. When you arrive back home after returning from your trip, your home will be a welcome sight.

Evelyn Gray is a *Productivity Expert & Organizing Coach; Speaker, Trainer, & Consultant; ADD & Chronic Disorganization Specialist; and Organizing for Success*, as well as our **ADD & Productivity Mentor**. Contact Evelyn at evelyn@evelyngray.com or (626) 576-2059 PST, as well as going www.evelyngray.com where Evelyn can show you how easy it is to create a customized paperwork flow system using the "Body Double and Muttering Technique Success System." **Remember:** *"If you can't find it in 30 seconds, it's in the wrong place"*[™] Evelyn is also ADD & Productivity Mentor for our [WS Team](#).