



by Marcia Ramsland, Your Organizing Life Coach * www.OrganizingPro.com

Get ready for your next trip with this plan and you'll feel more prepared than you ever have! Print 1 page per trip & keep notes on it to make each trip easier. Remember, anything you do more than once should simplify with a planned system. Plan it. Live it. Enjoy it!

Trip to Where? _____ Car or Flight? _____ Dates? _____
 How many days will you be away? _____ Nights? _____ Purpose? _____
 What would make this a great trip? _____

Clothes Packing List

Trip Days	ACTIVITIES for the Day	OUTFITS for Activities
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

The Stress-Free Packing Plan

<p>4 DAYS BEFORE</p> <ul style="list-style-type: none"> <input type="checkbox"/> Start "Clothes Pack List" <input type="checkbox"/> Do Laundry & Clean Up Home <input type="checkbox"/> Pack Personal Care Bag: Makeup, Toothbrush, Hair Supplies, Supplements, etc. <p>3 DAYS BEFORE</p> <ul style="list-style-type: none"> <input type="checkbox"/> Get Haircut, Manicure or Pedicure <input type="checkbox"/> Use up Perishable Foods <input type="checkbox"/> Pack Purse, Snacks, & Any Gifts <input type="checkbox"/> House Keys to Neighbor 	<p>2 DAYS BEFORE</p> <ul style="list-style-type: none"> <input type="checkbox"/> Clean up your Desk & Email <input type="checkbox"/> Confirm & Print Travel Arrangements <input type="checkbox"/> Check Weather. Pack Suitcase: Shoes on bottom, clothes on top <input type="checkbox"/> Pack Jewelry, Money, Jacket <p>1 DAY BEFORE</p> <ul style="list-style-type: none"> <input type="checkbox"/> Final Sweep through Home <input type="checkbox"/> Pack Phone Chargers & Electronics <input type="checkbox"/> Print Boarding Pass <input type="checkbox"/> Put Suitcase & Computer by the Door
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Early Morning Departure: Time it based on how well packed you are & recommended Airport Arrival Time. Then Dress-> Gather Suitcase, Purse, & Travel Bag by Door -> Eat -> GO!

Now you're ready for a Great Trip without the hassle of packing last minute!

Marcia Ramsland, The Leading Online Organizing Coach for Business & Life Success
"Coaching Busy People to Make Every Day Count!" * www.OrganizingPro.com