PLANNING

Define the trip

Write the purpose, limits, and non-negotiables before booking.

TRAVEL PLANNING AND PACKING WORKBOOK

SET TRIP PARAMETERS

Name your dates, destination range, budget range, travelers, and must-have needs. Include accessibility, health, caregiving, work, and school constraints early.

- ☐ Purpose and desired pace
- ☐ Flexible versus fixed dates
- ☐ Needs that affect lodging or transport

EXAMPLE

Example: Two adults need a quiet room, step-free access, and arrival before 8 p.m.; those needs shape every option.

PUT IT INTO PRACTICE

What cannot be compromised on this trip?

Which dates are truly flexible?

General travel-planning information only. Verify current entry, health, safety, transport, and insurance requirements with official providers and authorities.

PLANNING

Build a reservation sheet

Keep confirmation details in one place and offline when possible.

TRAVEL PLANNING AND PACKING WORKBOOK

RECORD THE ESSENTIALS

For each booking, capture provider, date, local time, confirmation number, payment status, cancellation terms, and official contact route. Save documents securely.

- [ ] Transport, lodging, activities, and ground travel
- [ ] Check-in instructions and address
- [ ] Cancellation deadline and backup option

EXAMPLE

Example: Train 614 departs 09:20, confirmation K7P2, refundable until Tuesday; hotel address and late-arrival policy are saved.

PUT IT INTO PRACTICE

Which booking has the nearest cancellation deadline?

Can I access this confirmation without internet?

PLANNING

Plan the route and timing

Leave room for transfers, meals, rest, and the unexpected.

MAKE A DAY-BY-DAY OUTLINE

Add arrival windows, check-in times, key activities, transport connections, and recovery time. Use local time zones and realistic transfer buffers rather than ideal timings.

- [ ] First and last transport of the day
- [ ] Address and route for each overnight stop
- [ ] One low-demand option each day

EXAMPLE

Example: A 40-minute rail transfer becomes a 90-minute buffer after allowing for platform changes and a mobility break.

PUT IT INTO PRACTICE

Where is the tightest connection?

What can move if travel is delayed?

PLANNING

Prepare documents and money

Check requirements through official sources before departure.

TRAVEL PLANNING AND PACKING WORKBOOK

CREATE A SECURE TRAVEL RECORD

Verify identity, entry, transit, health, and driving requirements that apply to your itinerary. Carry only needed information and keep copies separately from originals.

- [ ] Official documents and expiration dates
- [ ] Provider and emergency contacts
- [ ] Payment backup and lost-card contact method

EXAMPLE

Example: Casey checks passport validity using an official destination source and stores a copy separately from the original.

PUT IT INTO PRACTICE

Which requirement needs official verification?

Where is my backup payment contact information?

PLANNING

Pack by activity and access

Pack for what you will do, not just where you are going.

TRAVEL PLANNING AND PACKING WORKBOOK

USE A MODULAR LIST

Group clothing, toiletries, health items, technology, documents, and activity gear. Put first-day essentials and prescribed items in personal carry-on luggage when appropriate.

- ☐ Weather layer and comfortable footwear
- ☐ Chargers, adapters, and offline maps
- ☐ Medication, assistive items, and comfort supplies

EXAMPLE

Example: Rain layer, walking shoes, charger, medication list, and one change of clothes stay in the day bag for a delayed checked bag.

PUT IT INTO PRACTICE

What must stay with me rather than in checked luggage?

What item serves two activities?

PLANNING

Plan safety and communication

Share enough information for support without oversharing publicly.

TRAVEL PLANNING AND PACKING WORKBOOK

SET CHECK-INS AND CONTINGENCIES

Give a trusted person your itinerary and a way to reach you. Identify official emergency numbers and provider support options at the destination; avoid posting live location details publicly.

- ☐ Check-in schedule and missed-check-in action
- ☐ Local emergency number and lodging contact
- ☐ Meeting point if travelers separate

EXAMPLE

Example: The group sends one evening check-in to a sibling and agrees to meet at the hotel lobby if separated.

PUT IT INTO PRACTICE

Who has our itinerary?

What is our meeting point if phones fail?

PLANNING

Do a departure review

A brief final check prevents avoidable surprises.

TRAVEL PLANNING AND PACKING WORKBOOK

USE A 24-HOUR CHECKLIST

Confirm transport status through official providers, charge devices, download essential records, secure home arrangements, and leave time for the first transfer.

- [ ] Keys, documents, wallet, phone, medication
- [ ] Reservation changes and weather notices
- [ ] Home contact, pets, lights, and appliances

EXAMPLE

Example: The night before, Ren downloads rail tickets, confirms the platform app, charges a power bank, and texts the pet sitter.

PUT IT INTO PRACTICE

What must I verify again tomorrow?

What one task will make departure calmer?