

# PLAN WITH PURPOSE

## A Simple Step-by-Step Travel Planning Checklist



### Destination:

### Dates:

### Start With Your Why

- What kind of experience do I want from this trip?
- What is my desired pace? (Relaxed / Moderate / Full itinerary)
- Who am I traveling with?
- What matters most on this trip?

### Accommodations

- Research accommodation options
- Book hotel, Airbnb, or cruise cabin
- Save address and contact information

### Trip Basics

- Choose travel dates and timeframe
- Consider season, weather, and crowds
- Select destination
- Set a realistic budget (include a cushion)

### Itinerary Planning

- List top priorities for this trip
- Book major tours or tickets
- Plan 1-2 anchor activities per day
- Leave space for rest and exploration

### Transportation

- Decide how I'm getting there (flight, road trip, train, cruise)
- Book primary transportation
- Plan transportation at destination
- Rental car / transfers / train / ride share options

### Entry Requirements & Travel Protection

- Check passport validity (6+ months beyond return if required)
- Make copies of passport (for backup)
- Research visa or entry requirements
- Review health requirements
- Purchase travel insurance



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### Money & Payments

- Create a payment timeline
- Set reminders for due dates
- Plan payment methods
- Bring backup payment option
- Obtain local currency if needed

#### Note:

Not all banks offer foreign currency, and it may take up to a week to order.

Check exchange rates and plan ahead.

### Packing

- Pack for destination and activities
- Plan outfits in advance
- Include medications and essentials
- Pack carry-on items
- Bring chargers and adapters if needed

### Before You Leave

- Set out-of-office email
- Arrange pet or home care
- Hold mail or deliveries
- Secure home and check locks
- Bring printed itinerary

### One Week Before Departure

- Confirm flights
- Confirm accommodations
- Confirm tours and transfers
- Check in for flights or cruise
- Review packing list
- Check weather forecast

### Documents to Bring With You

- Print copies of reservations and tickets
- Save digital copies on phone
- Share itinerary with a trusted person

### And Then...

- Be present
- Leave space for spontaneity
- Enjoy the experience you planned with purpose

## ENJOY!

***Take Time for the Trip***  
***Trips feel different when they begin with your why.*** 😊



TAKE TIME FOR THE TRIP