Tips in Motion

Traveling

- Keep directions for places you travel to occasionally in an organizer or file folder. Label it “Directions” and keep it in your car. It’s a real time saver.

- If you either have a long commute or are taking a road trip, listen to instructional or motivational tapes. If others are in the car with you, switch back and forth from music to tapes so everyone is happy.

- If you are a hiker or a beach lover, take a backpack or beach bag and fill it with your accessories so you are ready to go whenever the urge strikes you.

- If you travel often, make a basic checklist of all the items you need when you travel. Make copies of the list and place them in a file folder labeled “Travel Checklist”. Pull one out before a trip, check off items as you pack. Use the same list before returning home.

- Save yourself time and aggravation. Do not exchange currency at airports. Get this done prior to your flight or wait until you arrive at your destination.

- If you cannot carry your luggage for a distance equivalent to a city block without struggling, you have too much “stuff” packed. Lighten the load.

- Leave a copy of your itinerary with someone you trust to contact you in case of an emergency. Make sure you have a way to contact them in case your return flight is delayed or in the event you have an emergency on your end.

- Hanging organizers can be used to hold maps, restaurant and sight info for travel destinations. They hang on the back of your seat.

- Remember to attach luggage tags to all your bags before arriving at the airport. You’ll save yourself a lot of stress and time by being ready to check in bags quickly.

- Remember to keep a mileage record book to track the miles you traveled in your personal vehicle for business purposes. Check with your CPA for potential tax benefits.