EARLY CAREER COMMITTEE

Navigating Workplace Travel Tip Sheet

Best practices to maintain health and productivity while traveling for work

TRAVEL PREP IDEAS

- **Set your future self up for success!** Leave work in as good a place as possible before travel so you have less to catch up on on the road.
- **Go old school, print**. Have your schedule/itinerary printed out for easy reference as you go.
- **Rest up**. Get a few good nights of sleep before you travel.
- **Phone a friend**. It never hurts to ask colleagues for advice or tips on work travel.
- **Research to get excited!** Check out the area around your hotel and jot down fun places or restaurants in case you have some free time.
- **Pack Smart**. Use this checklist for things that might not typically be on your "to pack" list:

  - [x] Suitcase
  - [ ] Medicine: Ibuprofen, Tylenol, allergy medication, mini first aid kit
  - [ ] Snacks: electrolyte packets, protein bars, nuts
  - [ ] Tote bag: pack an empty one to use day-to-day
  - [ ] Credit card: get a company card before you travel and try to have a personal card as back up
  - [ ] Cash: for tips at hotels, airports, and car services
  - [ ] Self-care items: Things that help you relax and decompress.
    - [ ] Travel pillow
    - [ ] White noise machine
    - [ ] Face masks
    - [ ] Favorite candy

WORK TRAVEL IN ACTION

- **Debrief with friends!** Make time for a casual dinner or drinks with colleagues/friends to talk about highlights of the day.
- **Enjoy the small moments**. A solo breakfast, a fun dessert or room service and a movie, and taking a walk can all be ways to unwind.
- **Get some facetime**. Traveling is such a great chance to meet new people and put faces to names.
- **Tack on a trip**. Stay an extra day or two, visit friends and family in the area, or travel somewhere new.