

Productive to the Max

Productivity

Performance

Profitability

Plan Travel Early

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There are many opportunities to save time when you are traveling

1. Start your plans and obtain the proper documents early. This applies to reservations, research and important papers such as passports and tickets. Be sure your passport has sufficient validity time remaining for the requirements of your destination (some countries require an additional 3 months).
2. Be aware of up-to-date travel restrictions.
3. Leave yourself more time. Nothing is worse than a last minute rush, frayed nerves and bad tempers to start you off on the wrong foot for a business trip or a personal vacation.
4. Preprint your boarding pass the night before from your computer or check in online. Request seat selection when you book.
5. Think ahead at all times
 - a. When you arrive at your destination see if you can check in for your flight the next day.
 - b. Research activities at your destination before you arrive.
 - c. Obtain tickets for events and attractions before you go.
 - d. Plan your activities in advance and set up a mini schedule.
6. If you have an administrative assistant, ask that person to summarize the key events of the day in the office and email them to you or arrange to call the office at a set time each day to retrieve information.
7. Use the travel time to catch up on work, listen to recorded tapes or just rest for the busy time ahead.
8. Do not leave the airport until you have reported a missing bag and obtained the proper forms.
9. Assume that nothing about laptop life is easy or predictable. Carry the proper cords, hardware and software to complete your tasks.
10. Since many airlines no longer offer food, take extra snacks with you.

Travel in comfortable clothing and low-heeled shoes. Remember that if you don those stilettos, for sure your flight will be moved to the farthest terminal and you will have to walk for miles.