

Your Go-To BUSINESS TRIP Packing Tips

Business Trip Packing List

- WiFi hotspot
- Noise-cancelling headphones
- Book/e-Book
- Business cards
- Breath mints
- Pen and notepad
- Phone charger
- Laptop/tablet
- USB flash drive
- Hairbrush
- Toothpaste
- Toothbrush
- Deodorant
- Prescriptions
- Sunglasses
- Razor
- Skincare products
- Stain-removal stick
- Glasses/contact lenses
- Pajamas
- 1 suit with 2 matching tops
- 1 pair dark jeans
- 2 nice t-shirts
- Dressy shoes that can go day to night
- Underwear
- Socks
- Outerwear (based on destination)

Packing Hacks and Tips

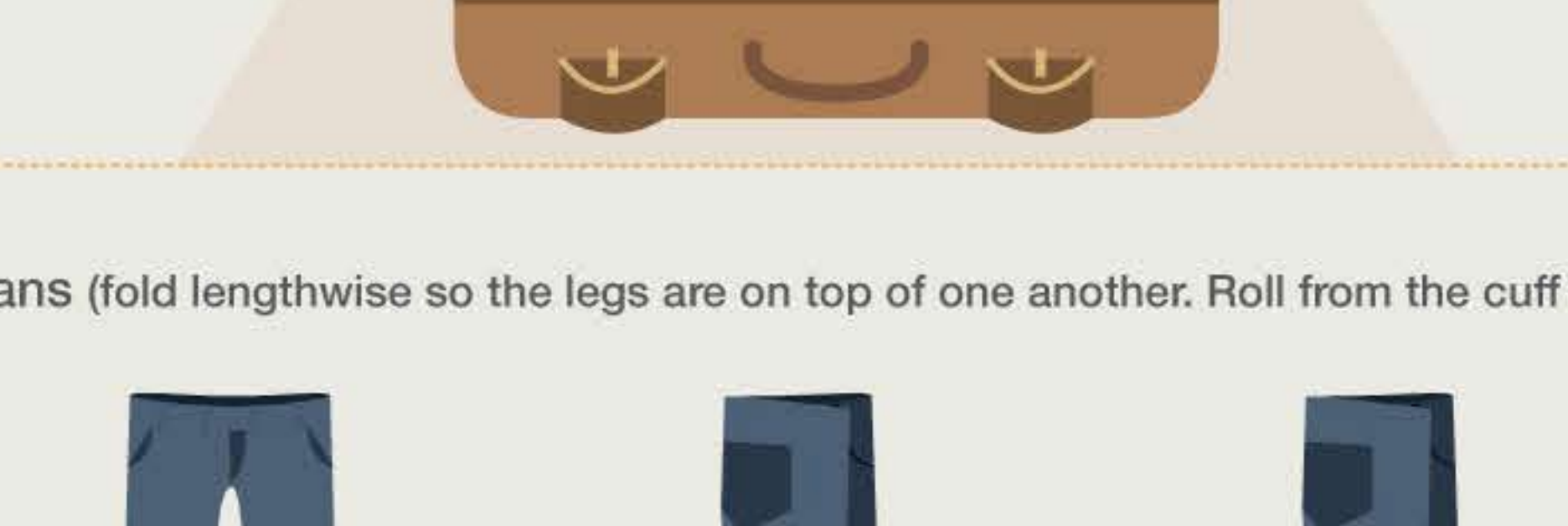
On your phone, store **high resolution** scans of your:

- Driver's license
- Passport
- Credit cards

Check the **weather forecast** for an idea of what kind of clothes you'll need.



Roll softer fabrics and denim (which are less likely to wrinkle)



Jeans (fold lengthwise so the legs are on top of one another. Roll from the cuff up)



Fold stiffer fabrics (which are more likely to wrinkle)



How to Fold A Shirt



Stick to neutral colors

They'll be easier to mix, match, and layer.



Roll up a belt and place it in the collar of dress shirts

To help the collar keep its shape.



Place shoes in a shower cap

To keep them from dirtying clothes.



Place heavier items at the bottom of a wheeled suitcase

This distributes the weight to make rolling easier.



For shorter trips, don't check your bag

Make sure your bag is carry-on size and you'll save time waiting for luggage or the hassle of a lost bag.



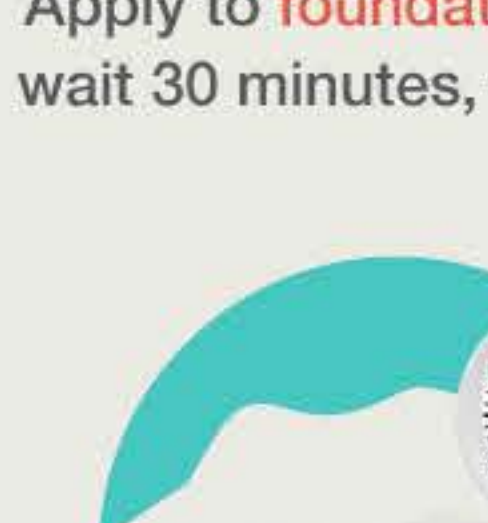
Consider splurging on laundry

Pack enough clothes for a few days then use the hotel laundry service and mix and match clothes with colorful accessories to make new outfits.



Tackle wrinkles without an iron

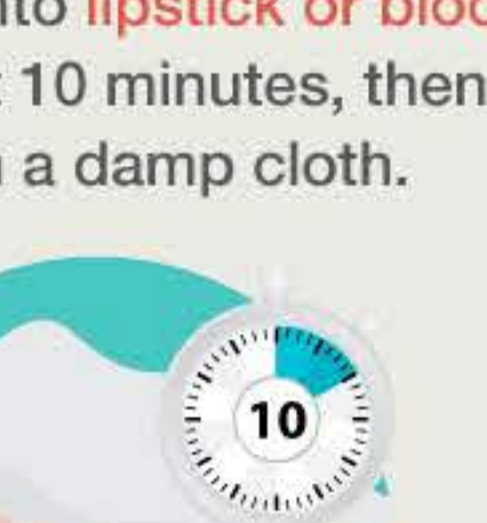
Shower method:



Before showering, hang up wrinkled garment inside the bathroom.



Shut the door to hold in steam.



Use your hands to smooth wrinkles after showering.

Hair iron method:



Heat up a hair flat iron (make sure **no hair products** are left on the surface).

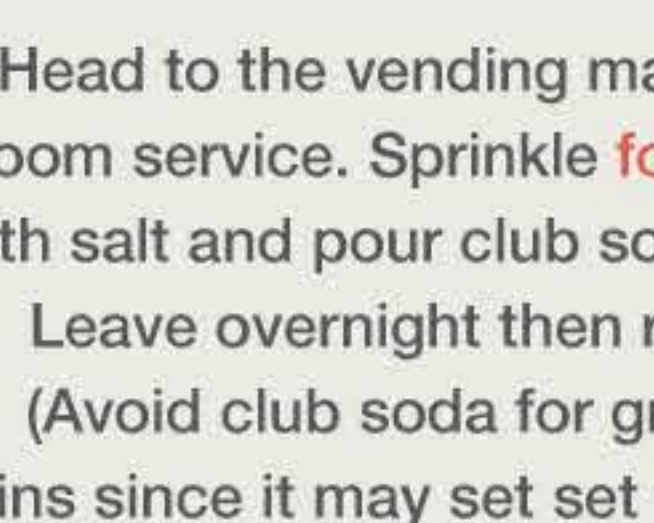


Gently clamp the iron and glide it across small wrinkles like collars and cuffs.

Remove stains before you get home

Shaving cream:

Apply to **foundation stains**, wait 30 minutes, then rinse.



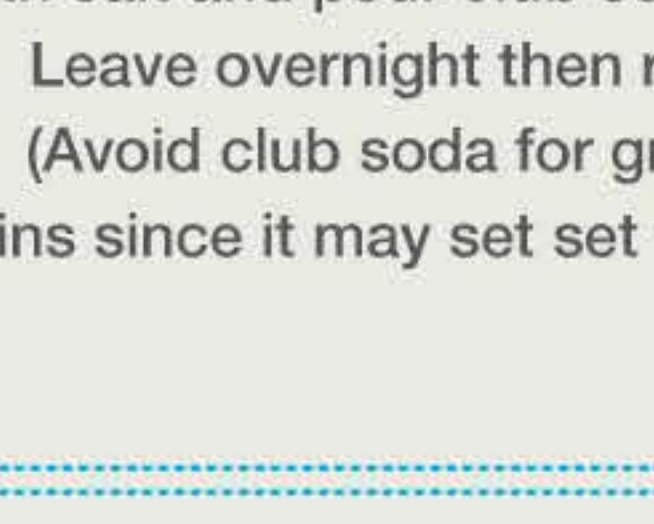
Hairspray:

Spray onto **lipstick or blood stains**, wait 10 minutes, then dab with a damp cloth.



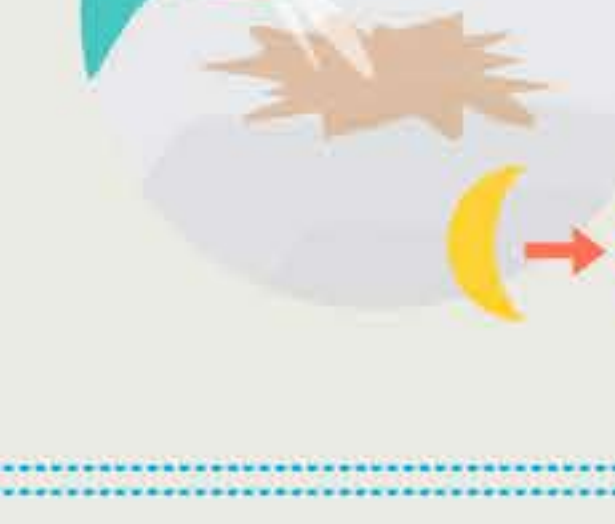
Aspirin:

Carefully crush three pills and mix with a small amount of water to form a paste. Apply to **sweat stains** and let sit for 1 hour before rinsing.



Salt:

Grab a packet from a fast food place or ask at the hotel. Sprinkle on **red wine stains** and let sit for about 5 minutes. Rinse with cold water while rubbing.



Club soda:

Head to the vending machine or room service. Sprinkle **food stains** with salt and pour club soda over. Leave overnight then rinse. (Avoid club soda for greasy stains since it may set the stain)

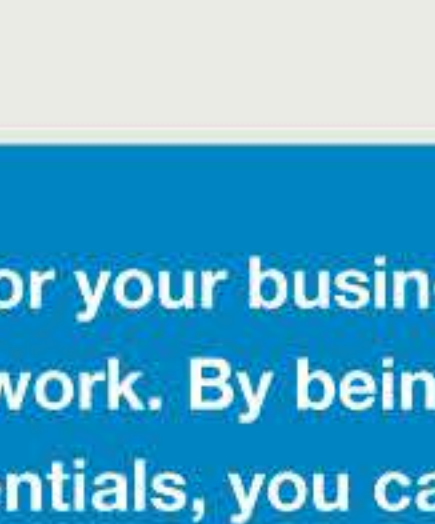


Don't Get Carried Away: Carry-On Tips

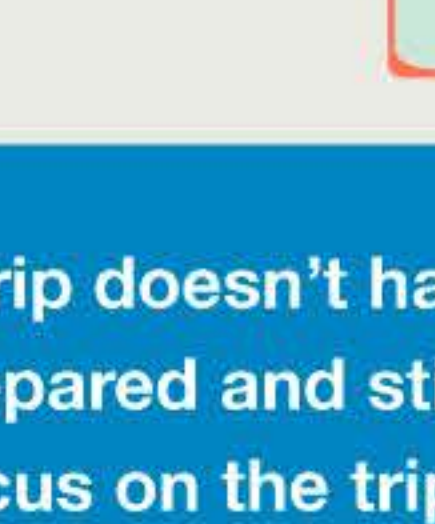
Follow TSA regulations—the 3-1-1 rule:



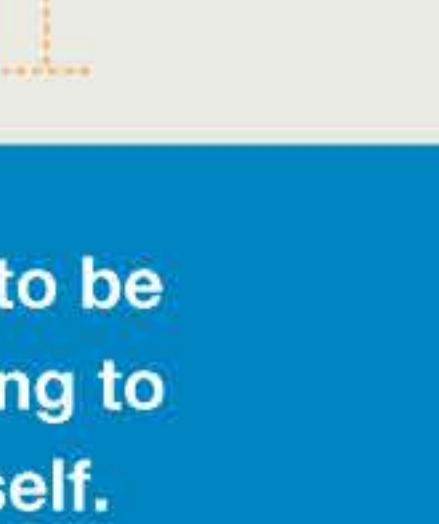
Items must fit in **1 quart-sized**, clear, plastic, zip-top bag.



Liquids, gels, aerosols, creams, and pastes must be **3.4 ounces** (100ml) or less per container.



Make sure the bag is **easily accessible**; it must be placed in a screening bin at security.



1 bag per passenger.

Fill bottles only **3/4 full**. Products may overflow because the storage area of the plane is not pressurized.



Packing for your business trip doesn't have to be so much work. By being prepared and sticking to the essentials, you can focus on the trip itself.