**Traveling Checklist**

|  |  |  |
| --- | --- | --- |
| Clothes |  | Toiletries |
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| --- | --- |
|  | Bathing suits! |
|  | Workout wear |
|  | Beach wear |
|  | Day clothes |
|  | Evening clothes |
|  | Light jacket or sweater |

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| --- | --- |
|  | Shampoo and conditioner |
|  | Hair styling products |
|  | Moisturizer |
|  | Toothbrush, toothpaste, and floss |
|  | Razor and shaving cream |
|  | Perfume, cologne, or aftershave |

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| Important Documents |  | Medical |
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| --- | --- |
|  | Passport |
|  | Driver’s license |
|  | Reservation confirmations |
|  | Travel and event tickets |
|  | Map of my destination |
|  | Guidebook |

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| --- | --- |
|  | Prescription medications |
|  | Pain relievers |
|  | Hand sanitizer |
|  | Sunscreen |
|  | Lip balm |
|  | Bandages |

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| --- | --- | --- |
| Accessories |  | Electronics |
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|  |  |
| --- | --- |
|  | Belts |
|  | Shoes |
|  | Jewelry |
|  | Beach bag |
|  | Flip flops |
|  | Hat |

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| --- | --- |
|  | Tablet |
|  | Smartphone |
|  | Bluetooth headset |
|  | MP3 player for sports |
|  | Chargers for all devices |
|  | Converter, if traveling internationally |

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# Note

To easily add more categories, do the following: 1. Click on any category name and then, on the Table Tools Layout tab, choose Select Table. 2. On the Home tab, choose Copy and then press Ctrl+End to go to the end of the document. 4. Press Enter and then, on the Home tab, choose Paste.