7 Tips for Stress-Free Travel

Though traveling takes us away from our cluttered lives, planning a trip can create its own clutter. But you need to make sure you have all of the important documents and information you need while on your trip. Keeping them organized will make your travels much more enjoyable.

Plan Ahead

In the early stages of planning a trip, gather materials in broad categories:

- Hotels
- Places of interest
- Restaurants
- Airfare/transportation

As your plans begin to take shape and you clarify your travel details, further breakdown is needed. If you are on a business trip, you'll need additional information about your meetings and other scheduled events.

Capture All Of Your Important Travel Information

Gather documents that you will need to have on your trip:

- Photo identification
- Prescriptions
- Passports/Visas
- Hostel card
- Itineraries
- Tickets

Print any emails or web pages that contain travel details:

- Contact information
- Electronic tickets
- Confirmation numbers
- Schedules

Keep It Organized

Dividing up your travel materials makes it easy to find a specific document in a hurry. Once you have decided on your categories, be consistent about returning items to their dedicated locations. You'll be able to grab the items quickly when prompted to present them. Here are some typical categories for your travel file:

1. Tickets/Airline Confirmations

This is an essential category as you build your travel file. Quick access to your flight information, tickets and boarding passes reduces a lot of stress at the airport. You can even place car rental reservations here.

2. Phone Numbers

Make a list of essential phone numbers in case of emergencies and in case you need to call your credit card companies while traveling. If traveling out of the country, you'll save yourself a lot of headache if you tell each creditor about your overseas destinations ahead of time.

3. Itinerary

This is where you can place the schedule you have planned for the trip. Keep it where you can find it quickly as it will be referred to frequently.

4. Maps And Directions

Standard road maps as well as maps from online directions resources. Don't forget to include a highlighter in your luggage as a navigation aid.

5. Brochures

Clippings from newspapers or magazines or any brochures you have gathered in the anticipation of your trip.

6. Hotel reservations:

Keep all of the confirmations for your lodging in one location. Stage them in the order in which you will arrive.

7. Receipts

Keep all of your receipts from the trip. Use them to compare against your credit card bill, or to submit travel expenses for reimbursement.

Keep Your Travel File Handy

Make sure you carry your travel file with you at all times. It's nice to be able to check your plan details at any time

during the trip. Now you can relax and read a novel on the plane because you have taken the stress out of organizing your travel information.