



# WORK TRAVEL & EXTENDED STAY PACKING ESSENTIALS CHECKLIST

## THE BASICS

- Toothbrush/paste
- Shampoo
- Conditioner
- Body wash
- Blow dryer/curling iron
- Makeup
- Medicine/medications
- Glasses/contacts/contact solution
- Perfume/cologne

## ELECTRONICS

- Laptop
- Laptop charger
- Phone
- Phone charger
- Portable hard drive
- 4-way power box

## CLOTHING

- 10 tops
- 10 outerwear pieces
- 3 dresses
- 8 bottoms
- 6 pairs of shoes
- Underwear/socks

## OTHER

- Laptop bag/purse
- Travel documents
- Wallet/credit cards/ID/etc.
- First-aid kit