

Packing Checklist for a Week-Long Business Trip

Prepare for a smooth week-long business trip with this comprehensive **packing checklist**. Ensure you have all essentials, from professional attire to travel documents, neatly organized for efficiency. With these must-have items, you'll stay prepared and focused on your business goals.

Travel Documents

- Passport/ID
- Visa (if required)
- Boarding passes/tickets
- Travel itinerary
- Hotel reservations
- Health insurance card
- Business cards

Professional Attire

- 2-3 business suits
- 5-7 dress shirts/blouses
- Dress pants/skirts
- Ties/scarves
- Professional belt
- Dress shoes
- Casual outfit for downtime

Electronics

- Laptop/tablet & charger
- Smartphone & charger
- Travel adapter/converter
- Power bank
- Headphones/earbuds
- USB drive

Personal Items

- Wallet with currency/credit cards
- Medications & prescriptions
- Toiletries (toothbrush, toothpaste, deodorant, etc.)
- Grooming kit (razor, comb, etc.)
- Minimal makeup essentials
- Glasses/contact lenses

Other Essentials

- Notebook & pen
- Reusable water bottle
- Light jacket or sweater
- Umbrella
- Snacks for travel
- Face masks & hand sanitizer

Tip: Double-check all your essentials the night before departure for peace of mind!