

HOW TO USE THE CHECKLISTS

→ Write down everything you need to do

Write down EVERYTHING. This is important because you need to get it out of your head and onto paper. Seeing everything on paper can give you a sense of clarity.

→ Time out your tasks

Once your list is done. Add the approximate time that each task will take you to do them. It is important that you are realistic with this so you can do the next step.

→ Put your tasks on the calendar

Take the items on your list and begin to appropriate them to your calendar. When can you realistically get these items done? Protip* front load your tasks and lighten your load the closer you get to your vacation.

Eliminate what may not be most important

After you've put things on the calendar, you may have found that you don't have time to get it all done. Eliminate what is not most important.

→ Walk it out and trust yourself

Remember, you are AWESOME! You know your life, family and tasks! TRUST YOUR SELF - YOU GOT THIS!



KID'S CLOTHES PREP

SELF CARE

Outfit #1	Outfit #1	O
Outfit #2	Outfit #2	
	O	HOME CARE
O	0	
Outfit #3	Outfit #3	O
Outfit #4	Outfit #4	
Outfit #5	Outfit #5	WORK/SOCIAL
O	O	
IMPORTANT		
		O



5 Days | 4 Nights

CLOTHES		GYM
Day Outfit #1	Night Outfit #1	
Day Outfit #2		
Day Outfit #2	Night Outfit #2	ELECTRONICS
Day Outfit #3	Night Outfit #3	
O	O	
Day Outfit #4	Night Outfit #4	
Day Outfit #5	Day Outfit #5	
O	O	TOILETRIES
IMPORTANT		
		O