



BEFORE YOU LEAVE

Five things to handle before a trip, so nothing runs out, bounces or piles up while you're gone. **Prescriptions** **first.** Check off each step you clear for a ticket, and print a fresh sheet for every trip.

LEAVING ON

BACK ON

DAYS AWAY

WHERE I'LL BE
City, so you know what's nearby

1 COUNT THE PRESCRIPTIONS

Enough for the whole trip, plus extra in case of delays. Pack them in your carry-on.

CLEAR ☐

MEDICINE Who it's for	PILLS LEFT	PER DAY	RUNS OUT ON Pills left ÷ per day	LASTS THE TRIP?	MAIL ORDER? Order by
				☐	
				☐	
				☐	
				☐	
				☐	

2 BILLS THAT LAND WHILE YOU'RE GONE

Anything due, or pulling on autopay, between leaving and getting back

CLEAR ☐

BILL	DUE OR PULLS ON	AUTOPAY?	HANDLED
			☐
			☐
			☐
			☐
			☐

3 MAIL AND PACKAGES

CLEAR ☐

USPS HOLD MAIL: FREE, 3 TO 30 DAYS, LETTERS AND PACKAGES

HOLD FROM

HOLD TO

REQUESTED ON

CONFIRMATION # (SAVE THE EMAIL)

OTHER DELIVERIES COMING, AND WHO GRABS THEM

4 APPOINTMENTS ON THE TRIP

CLEAR ☐

APPOINTMENT	DATE	MOVED
		☐
		☐
		☐
		☐

5 SOMEONE WITH A KEY

Who checks the house, and the pets if they aren't coming

CLEAR ☐

WHO AND THEIR PHONE	WHAT THEY NEED TO KNOW

A FRESH SHEET, EVERY TRIP

Print a fresh one each time and start at step 1. **Run out on a trip**, and it's a call to the doctor and a hunt for a pharmacy near wherever you are. Counting before you pack is easier.

STEPS CLEARED — / 5

One ticket per step. "Nothing lands while I'm gone" still counts, because now you know.