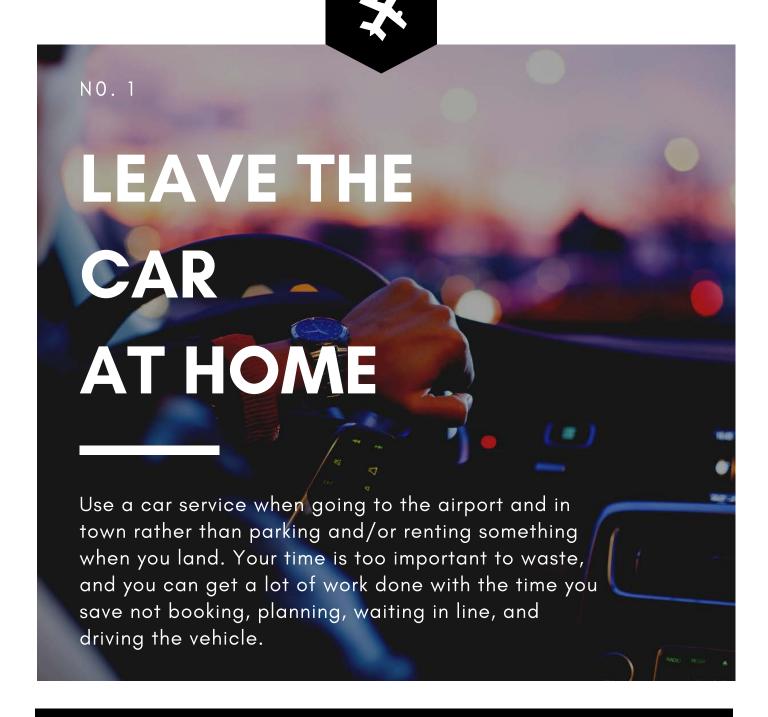


A GUIDE TO MAKING YOUR 2019 TRAVEL JUST AS ENJOYABLE AS THE DESTINATION



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JOIN AN AIRLINE CLUB

We all want to be at the airport with enough time to feel sure we're going to make our flight. But then we get there and have to sit for an hour or two before boarding. Instead, use the executive lounges airlines offer for a quiet, comfortable space to get work done, roll calls, or enjoy a meal in peace.

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USE YOUR PERSONAL HOTSPOT

Reliable wi-fi is hard to find in airports or hotels. We sign up and hope for the best, along with the hundreds of other people pulling from the same bandwidth. Instead of waiting for the page to load or dealing with the constant dropping and resigning in just use your personal hotspot. Easy to get started and always available, it's absolutely the way to connect while traveling.

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PICK YOUR HOTEL WISELY

Time is the most precious resource we have. It's not money, it's time. You can't afford to waste it driving around the city, or even sitting in the back of an Uber. Select your hotel close to where you're going to do business while you're traveling. Pick places near restaurants if you're going to be entertaining. Lastly, choose a hotel with a great lobby and dining options so you can simply meet clients close to their office and you don't ever have to leave your place.

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BE RESPONSIVE

Returning initial inquiries within one day isn't good enough anymore. Research shows if you get back to clients within five minutes versus 30 minutes it's 9x more likely you'll book the piece of business. Unless your hair is on fire or a client is directly in front of you, drop what you're doing and get back to new inquiries. If you can't respond fully, let them know you got their inquiry and you'll get back to them asap when you're finished with what you can't stop doing.

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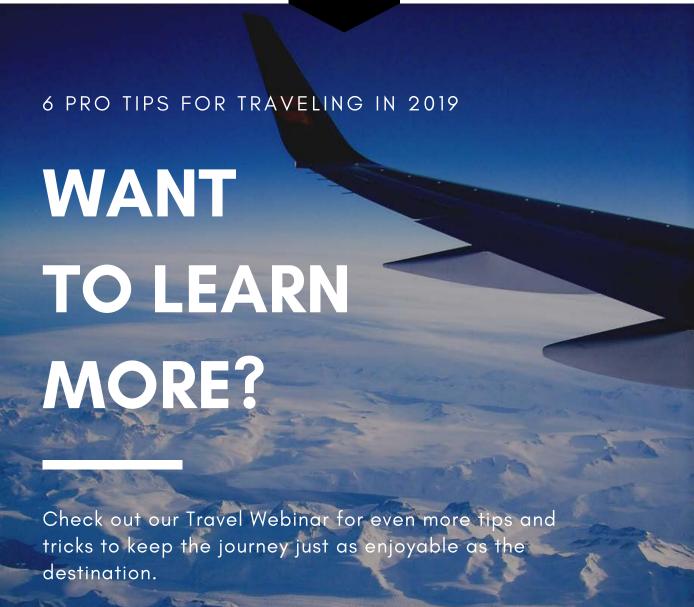


USE A PREPARED PACK LIST

It seems so commonsensical, but most people don't do it. If you want to save time thinking about what you're going to bring - because time is our most precious resource - have it all ready to go. Successful people eliminate options that wear down their brains by eliminating choices. Use a pack list. Have a separate hygiene bag ready to go in your carry on. Pick one or two colors to wear the entire time you're gone so all your clothes match. Leave a travel roll with all IT needs in your carry on. Getting a go-bag with a list inside it will save you time packing and ensure you have all the things you need on your trip.

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