

# TAKING YOU & YOUR BUSINESS on the ROAD CHECKLIST

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**Yes!!** Whether you've **already got your ticket** or you're in the "**intention-setting**" phase, **going abroad** with **your business** is in **your future!**

**Below** is a **list of arrangements** you will want to make, personally and professionally, before you **take your business on the road**. A non-comprehensive list of examples follows some of the items. There may be other arrangements you need to make, depending on your particular situation, but this will certainly "**get you on your scooter!**"

## HOUSE

- What to do with your house (home exchange, short-term rental, housesitter, empty)
- Prepare the space (clear closets, locked off-limits room, valuables in safety deposit box)
- House instructions manual (emergency contacts, Internet login, spare keys, TV remote)
- Resource list (post office, grocery store, hospital, attractions, restaurants)
- Inquire about possible additional insurance requirements
- Reimbursement arrangements for unexpected house repair/expenses
- Gardener/housekeeper (who pays, payment arrangements)

## CAR

- Car included in home arrangements (who covers insurance/repairs, restrictions)
- Need to rent or buy car in new location
- Other transportation options if no car

## PETS

- Pets going with you (airline requirements/restrictions)
- Pets staying (pet sitter, temporary home, dog walkers)
- Extra bags of food for time you're gone
- Decision-making authorization on file at vet
- Special care instructions



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## MAIL

- Mail hold at post office or helper to pick up mail daily/weekly
- How to get important mail



## BILLS

- Pay all bills online (enroll in auto bill pay)
- Extra signed checks given to someone in case of extra expenses
- Prepay bills, as needed

## CLOTHING

- Clothes to cover seasons you're there or buy clothes abroad
- Luggage limitations/extra fees, extra piece of luggage for short trips

## GENERAL/PERSONAL

Arrangements may need to be made for the following items

- Passport plus visa and/or international driver's license, if needed
- Medications and/or vitamins in sufficient quantities for time away
- Health insurance (existing coverage lasts how long, additional international insurance)
- Doctor/dentist offices or clinics in your home abroad
- Language acquisition (classes/tutoring before leaving and while abroad, groups, books)
- Tax implications (expat rules, income declaration)

## TECHNOLOGY

- Laptop/iPad/notebook
- Adapters (great with included USB ports too!)
- LogMeIn or other desktop sharing platform
- Back-up hard drive/cloud-based back-up
- Chargers
- Travel apps (transportation, lodging, translation, attractions)



## CONNECTIVITY

- Wifi or cable internet in your home abroad/hotels
- Mobile hotspot device
- Hotspot database/list of other locations to get wifi while on the road
- Landline phone service in your home abroad (for webinars, teleclasses, client calls)
- Cell phone service (keep or get one abroad, add international plan, foreign data plan)
- Google number/Skype account

## TEAM

- Weekly team meeting
- Clarify roles + delegate as much as possible
- New team members, if needed (mail, bills, pet care)
- New payment arrangements, if needed (PayPal, prepaid checks, automated payments)
- Skype accounts (for all team members)

## GENERAL BUSINESS

- Marketing plan for time away
- Intention to grow, maintain or minimize business while abroad
- Marketing to include new location
- "Out of office" message/hours
- Desired work hours while away, given time differences

### One last tip...

Just like we overlook the fact that our loved ones can have their own little quirks—we sometimes forget that our beloved homes and businesses can be a little “unique” as well. So, if you’re swapping houses or leaving your office in someone else’s hands don’t forget to let them know that the window in the upstairs bathroom sticks, the wifi works exactly as far as the bottom of the back steps (and not one inch further!) and neighbor Gladys **will** call the police if you sing too loud in the shower...



Bon Voyage!