**4-8 Weeks Before You Go**

* Make Sure Passport is Up to Date
* Order Travel Insurance
* Plan for Pet Care
* Arrange Transportation from Airport
* Plan Home Security While Your Gone
* Get a Timer for Your Lights

**1 Week Before Vacation**

* Pay Any Upcoming Bills.
* Tell Credit Card Companies You'll be gone.
* Set Credit Card Alerts to your Phone.
* Confirm Hotel & Airline Reservations.
* Print out a Travel Packing List.
* Catch up on Laundry.
* Use up Food in Your Refrigerator Put Mail on Hold.
* Pack & Copy any documents.
* You will Need Find Someone to Watch Your Plants.

**Day Before Vacation**

* Start Packing
* Adjust Your Thermostat
* Set Your Light Timers
* Empty Refrigerator
* Take Out Garbage & Recycling.
* Run Dishwasher
* Charge Electronic Devices.
* Pack Activities, Books & Gadgets
* Water Your Plants Tidy up Your House.