



ASTUTE TRAVEL

SMART TRAVEL TIPS

AWARD STRATEGIES

AUTHENTIC EXPERIENCES

*"For those who travel with
purpose, not just to see the
world, but feel it"*

ULTIMATE PACKING LISTS HOW TO USE GUIDE

WELCOME

Thank you for using the Ultimate Packing Lists.

This planner helps you organize everything you need for your trip — with clean, print-friendly packing pages and built-in progress tracking on each sheet, with a summary view on the Trip Information dashboard.

Plan once, check items off, and stay organized every step of the way.

WHAT'S INCLUDED

- Trip Information Dashboard
- Task List with progress tracking
- Packing Lists (Clothing, Core, Travel Day, Specialty)
- Kids Packing List
- Custom Packing List
- Print-friendly layouts
- Excel & Google Sheets compatibility

HOW IT WORKS

1. Enter your trip details
2. Add your tasks and packing items
3. Check items off as you go

4. Track your progress automatically

STEP 1 – ENTER TRIP DETAILS

Go to the Trip Information sheet and enter:

- Trip Name
- Destination
- Departure Date
- Return Date

STEP 2 – TASK LIST

Use the Task List to track everything you need to do before your trip.

- Add tasks
- Assign priorities (optional)
- Check off items when complete

Progress updates automatically.

STEP 3 – PACKING LISTS

Each sheet includes:

- Pre-filled editable lists
- Checkboxes for tracking
- Progress bars and counters

The packing lists are organized into multiple sections (19 total) to help you stay organized.

Examples include:

- Clothing & Apparel
- Toiletries & Personal Care
- Travel Essentials
- Tech & Devices
- Adventure / Specialty Items

You can use these as-is or customize them based on your trip.

STEP 4 – CUSTOM & KIDS LISTS

Kids Packing List:

Designed for family travel

Custom Packing List:

Add your own items

Flexible for any trip type

Note: Custom lists do not feed the dashboard metrics.

STEP 5 – TRACK YOUR PROGRESS

Progress updates automatically as you check items off.

- Total items
- Completed items
- Remaining items
- Overall packing progress

STEP 6 – USING THE QUICK LINKS

Each sheet includes a left-side index for quick navigation.

At the top, you'll find Quick Links for fast access to key sections.

Click any link to jump instantly to sections or other sheets.

Navigation Tip:

Use the Quick Links column on the left side of each sheet to quickly jump between sections. These links remain active even when sheets are protected.

PRINTING

Designed for 8.5" x 11" paper.

- Print each sheet on a single page
- Optimized for clean, readable layouts

Duplicate sheets as needed for additional travelers or trips.

Note: Duplicated sheets track progress individually and do not feed the main dashboard totals.

GOOGLE SHEETS

5. Open the link
6. Click "Make a Copy"
7. Save to your Google Drive
8. Use your copy

STICKERS (GOOGLE SHEETS)

- Copy and paste stickers using Ctrl + C and Ctrl + V
- Right-click copy/paste may not work depending on your browser
- Drag, resize, or delete stickers as needed

IMPORTANT NOTES

- Only edit input cells
- Do not overwrite formulas
- Avoid inserting or deleting rows (this may affect formatting and print layout)
- Duplicate sheets as needed
- Some items may be added or removed based on your trip

FINAL TIP

Start by entering your trip details on the Trip Information sheet, then move to your task list and core packing items — the rest will come together quickly.

Astute Travel — Smart Travel, Thoughtfully Planned
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