

# TIPS FOR STAYING PRODUCTIVE DURING BUSINESS TRAVEL.



## BEFORE YOU LEAVE...

Pack smart! Keep in mind recent airline policies may limit what you can carry on-board - leave bulky laptops behind if you can get by with a tablet and smartphone.



## INFLIGHT...

Check out your airline's Wi-Fi service, don't waste your time on slow connections, read a book or download some podcasts to keep your mind active.

## WHEN DRIVING...

If your journey involves a car leg, schedule any phone calls back-to-back.



## BETWEEN FLIGHTS...

Make the most of your time between flights by setting up a workspace in your airline's business lounge. Some airlines now offer paid access to their lounges for all classes.



## AT THE HOTEL...

Always check the wi-fi capability and business facilities at your hotel. Look for hotels that offer desk space in the guest rooms.



## ON YOUR FLIGHT HOME...

Note down anything about your trip that either went well or didn't go to plan, so you have some feedback for your travel manager. Lastly, don't forget to let yourself rest!



For more industry insights & travel outlooks  
[travelctm.com](http://travelctm.com)



# TIPS FOR STAYING PRODUCTIVE DURING BUSINESS TRAVEL.



## BEFORE YOU LEAVE...

Pack smart! Keep in mind recent airline policies may limit what you can carry on-board - leave bulky laptops behind if you can get by with a tablet and smartphone.



## INFLIGHT...

Check out your airline's Wi-Fi service, don't waste your time on slow connections, read a book or download some podcasts to keep your mind active.

## WHEN DRIVING...

If your journey involves a car leg, schedule any phone calls back-to-back.



## BETWEEN FLIGHTS...

Make the most of your time between flights by setting up a workspace in your airline's business lounge. Some airlines now offer paid access to their lounges for all classes.



## AT THE HOTEL...

Always check the wi-fi capability and business facilities at your hotel. Look for hotels that offer desk space in the guest rooms.



## ON YOUR FLIGHT HOME...

Note down anything about your trip that either went well or didn't go to plan, so you have some feedback for your travel booker. Lastly, don't forget to let yourself rest!



Looking for more business travel advice?  
[travelctm.com](http://travelctm.com)

# TIPS FOR STAYING PRODUCTIVE DURING BUSINESS TRAVEL.



## BEFORE YOU LEAVE...

Pack smart: keep in mind recent airline policies may limit what you can carry onboard - leave bulky laptops behind if you can get by with a tablet and smartphone.



## INFLIGHT...

Check out your airline's Wi-Fi service, don't waste your time on slow connections, read a book or download some podcasts to keep your mind active.

## WHEN DRIVING...

If your journey involves a car leg, schedule any phone calls back-to-back.



## BETWEEN FLIGHTS...

Make the most of your time between flights by setting up a workspace in your airline's business lounge. Some airlines now offer paid access to their lounges for all classes.



## AT THE HOTEL...

Always check the wi-fi capability and business facilities at your hotel. Look for hotels that offer desk space in the guest rooms.



## ON YOUR FLIGHT HOME...

Take the time to write down any important notes from your meetings and make a to-do list for when you get back. Make note of anything that went really well or really bad during your trip, to give feedback to your travel booker.

What are your favourite business travel tips?  
Let us know.

