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Checklist:
How to Create
Your Personalized
Travel Itinerary

Step#1: Gather your most important trip information

Include the following information:

Departing Flight

- [ ] Airport
- [ ] Airport Map
- [ ] Airline
- [ ] Gate Number
- [ ] Flight Number
- [ ] Boarding Date/Time
- [ ] Departure Time
- [ ] Seat Number

Accommodations

- [ ] Name of Lodging
- [ ] Address
- [ ] Contact Information
- [ ] Directions

Arrival Flight

- [ ] Airport
- [ ] Airport Map
- [ ] Arrival Gate Number
- [ ] Arrival Time
- [ ] Checked Bag Pickup
- [ ] Transportation Location

Car Rental

- [ ] Name of Company
- [ ] Address
- [ ] Contact Information
- [ ] Reservation Details
- [ ] Pickup Instructions

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Reservations or Purchased Activities

- ☐ Date
- ☐ Time
- ☐ Tickets/Confirmations
- ☐ Location

PRO TIP: Store this information in multiple locations that are easy to access while traveling. You may choose to store it in a notes app like Evernote or Google Keep, a cloud storage service like Dropbox or Google Drive, or in your email.

Step#2: Make a list of all the experiences you want to have

Include:

- ☐ Types of food you want to eat/specific restaurants you want to try
- ☐ Museums you want to visit

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- [ ] Attractions you want to explore (theme parks, zoos, aquarium, etc.

- [ ] Landmarks you want to see

- [ ] Events you want to attend

PRO TIP: Make a separate list for each city you'll be visiting. For larger cities, consider further splitting your list into districts.

Step#3: Fill in all the details

Note the following information beside each activity you plan to do:

- [ ] Estimated time it will take
- [ ] Estimated cost of the activity
- [ ] Opening and closing hours
- [ ] Seasonality

PRO TIP: Mark each of your "must do" activities with an asterisk to ensure you include them in your itinerary.

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Step#4: Map your activities to their location using Google My Maps

Be sure to:

☐ Pinpoint the location of each item on your to-do list

Optional:

☐ Use one color or icon to distinguish your "must do" activities

☐ Use different colored pins or icons to categorize locations (e.g. fork & knife icon=restaurant)

PRO TIP: Not familiar with Google My Maps? Follow the steps in this tutorial from RoamingtheAmericas.com to map your bucket list items to their location!

☐ Edit pins to add the relevant details from Step #3

☐ Add directions and time estimates for traveling from one point to another via car, foot, or bicycle

☐ Add a new layer for each day of your trip or each city you will be visiting

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Step#5: Create your itinerary

Open Word, Excel, Google Docs, or the Evernote app.

Then take the following steps to create your personalized travel itinerary:

- ☐ Establish one column for each day of your trip, using the day and date as each column header.

- ☐ Below each header, add the name of the city or district you will be visiting that day.

- ☐ Start filling in the first column by listing your arrival airport and arrival time.

- ☐ Begin adding activities to each column, starting with the sites and attractions you must visit on specific days or at specific times due to open hours or reservations. *If you are required to be somewhere at a certain time, list the time first and in **bold** to make sure you don't overlook it.*

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☐ Add the relevant details you noted in Step #3 to each item, including time estimates, cost estimates, and opening and closing times

☐ Add the "must do" items (and their relevant details) that you marked with an asterisk in Step #3.

☐ Add the "must do" items (and their relevant details) from your master list, placing them in the column that corresponds to their location.

☐ In the final column, account for your travel back to the airport, your return flight departure and arrival times, and your travel from the airport to your home.

Optional

IMPORTANT: Reference your map frequently to ensure you list your stops in sequential order.

☐ Factor in breakfast, lunch, and dinner-plus naps or breaks.

☐ Include your means of transportation from one place to another and your estimated transportation time.

☐ Add an "Alternative Activities" list for each city you will visit in case of transportation issues, inclement weather, or unexpected closings.

☐ Leave a couple afternoons wide open just in case you get behind schedule or decide to fill this time with something spontaneous!

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Click the links below or explore more family travel resources at WorldTrips.com/family-travel:

- How to Budget for a Family Trip

- 20 Safe Travel Destinations Your Kids Will Love

- What to Expect from Healthcare Abroad

- How to Choose the Best Family Travel Health Insurance