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Your friend Sam, who is a politics journalist, has just accepted a new job position in which he will have to travel often for very short periods of time, mostly in big cities. Since he is a bit disorganised and struggles when packing suitcases he has asked for help. Send him a short whatsapp text message (150 words max) with a summary of the following tips and items that you find most relevant for his situation:.

1. Pack Versatile Clothing

- items that can be mixed and matched to create different outfits.
- neutral colours like black, navy, and white work well and make it easy to look professional without needing a lot of clothes.
- clothes you can wear for both work meetings and casual outings.

2. Bring Essential Tech Gear

- a laptop, phone, and chargers, of course,
- a power bank in case you don't have easy access to a power outlet during the day.
- a portable Wi-Fi hotspot if you'll be working on the go and need a reliable internet connection.

3. Pack a Compact Toiletries Bag

- a small bag with travel-sized toiletries ready.
- basics like toothpaste, deodorant, and a mini shampoo.
- only what you need for a few days to avoid extra weight. Some hotels provide toiletries, so check ahead if you can skip certain items.

4. Plan for Laundry Options

- a few travel-sized detergent packets or checking if your accommodation offers laundry facilities can help.
- fewer items and wash as needed, reducing the weight of your luggage and keeping your clothes fresh.

5. Use a Packing List

- make a list of everything you need. This helps you stay organised and makes sure you don't forget important items like travel documents, your work badge, or any presentation materials. After a few trips, you might even develop a standard list that you can reuse.

6. Include Self-Care and Relaxation Items

- items to enhance your downtime.
- natural skincare products, a reusable water bottle to stay hydrated
- any personal wellness items, like a journal, essential oils, or herbal teas.

7. Prepare for Unexpected Situations

- a few "just in case" items: pack a small umbrella or a light jacket, as the weather may not always be predictable.
- an extra USB drive with your presentations or important documents. This way, you're ready for any surprises that might come up.