

The Workation Woman Timeline

This is the approximate timeline I used when planning our first workation, and it's a great start if you're just beginning to consider workation possibilities. I've included suggested timing, but fill in what's realistic for you and celebrate each time you can check off the "Completed" column!

Suggested Timing: 18 Months Out		Your Timing:
<input type="checkbox"/> COMPLETED	Action: Start thinking about where and when you want to workation. Resources: Chapter 4 Notes:	
Suggested Timing: 18 Months Out		Your Timing:
<input type="checkbox"/> COMPLETED	Action: Sign up for a mileage-accruing credit card to help with flight costs. Resources: Start accruing airline miles to help with flight costs. I use the Delta SkyMiles Amex card and other workationers I know like the Capital One Venture card (which can be used for any airline). And you don't always need to accrue the total amount for a ticket; some airlines let you use miles to pay for part of the ticket and pay less out of pocket. Another resource I use a lot is the Points Guy . Notes:	
Suggested Timing: 12 Months Out		Your Timing:
<input type="checkbox"/> COMPLETED	Action: Decide where and when you want to go. Resources: Chapters 4-6 Notes:	
Suggested Timing: 12 Months Out		Your Timing:
<input type="checkbox"/> COMPLETED	Action: Make sure you have all passports, visas and travel documents required (and that they're current!) Resources: Consider signing up for Global Entry or Mobile Passport Control . Notes:	

Suggested Timing: 12 Months Out Your Timing:	
<input type="checkbox"/> COMPLETED	<p>Action: If you have school-aged kids, talk to the school about your plans.</p> <p>Resources: Chapter 3</p> <p>Notes:</p>

Suggested Timing: 12-9 Months Out Your Timing:	
<input type="checkbox"/> COMPLETED	<p>Action: Ask your employer about working remotely.</p> <p>Resources: Chapter 2</p> <p>Notes:</p>

Suggested Timing: 12-9 Months Out Your Timing:	
<input type="checkbox"/> COMPLETED	<p>Action: Decide on a work space and neighborhood.</p> <p>Resources: Chapters 6</p> <p>Notes:</p>

Suggested Timing: 12-9 Months Out Your Timing:	
<input type="checkbox"/> COMPLETED	<p>Action: Finalize your housing.</p> <p>Resources: Chapters 6</p> <p>Notes:</p>

Suggested Timing: 9-3 Months Out Your Timing:	
<input type="checkbox"/> COMPLETED	<p>Action: Book a flight.</p> <p>Resources: Think about the number of stops and the time between stops. A 3-hour layover can be a good thing because it gives you a buffer in case your first flight is running late, and the kids can stretch their legs.</p> <p>Notes:</p>

Suggested Timing: 5-3 Months Out Your Timing:	
<input type="checkbox"/> COMPLETED	Action: Confirm child care or schooling Resources: Chapters 3 and 7 Notes:

Suggested Timing: 3 Months Out Your Timing:	
<input type="checkbox"/> COMPLETED	Action: Make a list of ways you can save money while you're gone. Resources: Chapter 5; The Essentials Checklist (Appendix); Six Ways to Cut Costs Notes:

Suggested Timing: 2 Months Out Your Timing:	
<input type="checkbox"/> COMPLETED	Action: Research health care options in your new location. Resources: Chapter 4 Notes:

Suggested Timing: 2 Months Out Your Timing:	
<input type="checkbox"/> COMPLETED	Action: Call your cell phone carrier and figure out international usage; should you get an international plan, pay as needed, or just rely on free Wi-Fi? Resources: Notes:

Suggested Timing: 2 Months Out Your Timing:	
<input type="checkbox"/> COMPLETED	Action: If needed, apply for an international driving permit. Resources: Check out AAA Notes:

Suggested Timing: 2 Months Out		Your Timing:
<input type="checkbox"/> COMPLETED	Action: Get a small gift for the nanny or anyone else. Resources: Not required, but a nice gesture. Notes:	

Suggested Timing: 2 Months – 2 Weeks Out		Your Timing:
<input type="checkbox"/> COMPLETED	Action: Book your work space. Resources: Chapter 6 (Check to see how early you should book a membership) Notes:	

Suggested Timing: 5-3 Weeks Out		Your Timing:
<input type="checkbox"/> COMPLETED	Action: Contact nanny to confirm all schedules. Resources: Notes:	

Suggested Timing: 4 Weeks Out		Your Timing:
<input type="checkbox"/> COMPLETED	Action: Start your packing list. Resources: Worksheet F Notes:	

Suggested Timing: 4-3 Weeks Out		Your Timing:
<input type="checkbox"/> COMPLETED	Action: Dig out clothes/jackets that you will need to bring. Does everything fit? What needs to be washed? Do any of the kids need new sandals/shorts/jackets? Get those now. Resources: Notes:	

Suggested Timing: 3 Weeks Out Your Timing:	
<input type="checkbox"/> COMPLETED	<p>Action: Schedule all last-minute appointments: Haircuts, oil changes, dentists, etc</p> <p>Resources: Worksheet G for the important but not-so-obvious tasks to complete before you leave.</p> <p>Notes:</p>

Suggested Timing: 3 Weeks Out Your Timing:	
<input type="checkbox"/> COMPLETED	<p>Action: Confirm everything with your host/housing; ask any last-minute questions. Book in-country car rentals and figure out how to get from airport to apartment (book something ahead of time if needed).</p> <p>Resources:</p> <p>Notes:</p>

Suggested Timing: 2 Weeks Out Your Timing:	
<input type="checkbox"/> COMPLETED	<p>Action: Confirm house-sitting details or who's checking on your house.</p> <p>Resources:</p> <p>Notes:</p>

Suggested Timing: 2 Weeks Out Your Timing:	
<input type="checkbox"/> COMPLETED	<p>Action: Put newspaper on hold; garbage/recycle on hold; figure out how to handle all bills and paychecks while you're gone; set up mail to be forwarded; ensure you have enough money to cover surprises.</p> <p>Resources: Handling Bills, Paychecks and Mail, Worksheet G</p> <p>Notes:</p>

Suggested Timing: 2 Weeks Out		Your Timing:
<input type="checkbox"/> COMPLETED	<p>Action: Double check your technology: Do you have the right converters and adapters (we like this one) for your computers, phones, iPads, e-readers? How many things can you charge at once? Do you need to buy anything extra?</p> <p>Resources: Staying Connected while Abroad, My Favorite Apps & Sites</p> <p>Notes:</p>	

Suggested Timing: 1 Week Out		Your Timing:
<input type="checkbox"/> COMPLETED	<p>Action: Give valuables to a family member so they're not sitting in your house while you're gone; call banks and credit cards to let them know you're going overseas; pick-up any extra prescriptions; bring a little bit of cash in the foreign currency and exchange more overseas.</p> <p>Resources: Handling Bills, Paychecks and Mail</p> <p>Notes:</p>	

Suggested Timing: 2-1 Weeks Out		Your Timing:
<input type="checkbox"/> COMPLETED	<p>Action: Add a new time zone to your online calendar so you can see whether you need to reschedule meetings, etc. Get into the mindset of when you'll be working as compared to your coworkers/employees/clients.</p> <p>Resources: Last-Minute Jitters</p> <p>Notes:</p>	

Suggested Timing: During the Workation		Your Timing:
<input type="checkbox"/> COMPLETED	<p>Action: Ask a question or share your experience on my Facebook page! I'd love to hear from you!</p> <p>Resources: Schedule Examples, Cooking (and Eating) as a Digital Nomad Family</p> <p>Notes:</p>	

Suggested Timing: 1 Week after Returning		Your Timing:
<input type="checkbox"/> COMPLETED	<p>Action: Chill. Don't schedule anything. Don't rush to get back into a routine. Reflect on your time away and your intention for the trip: Do you need a NEW routine? What did you do differently on your travels that you want to bring back home? But do laundry. You'll definitely need to do laundry.</p> <p>Resources: Lifestyle Changes after a Workation</p> <p>Notes:</p>	

Suggested Timing: 3 Weeks after Returning		Your Timing:
<input type="checkbox"/> COMPLETED	<p>Action: Bills will start coming and may be overwhelming. Go back to your intention and remember why you did this!</p> <p>Resources:</p> <p>Notes:</p>	

Suggested Timing: 2 Months after Returning		Your Timing:
<input type="checkbox"/> COMPLETED	<p>Action: Start dreaming and planning the next workation.</p> <p>Resources:</p> <p>Notes:</p>	