

FOR YOUR WORK ABROAD TOOLKIT:

12-MONTH PLANNING TIMELINE AND PACKING LIST

12 MONTHS

- > Make a list of your **personal goals**
- > Research **jobs that interest you**
- > Work out **your budget, when you can go,** and **plan your school/career timeline**

11 MONTHS

- > Focus more on **specific goals**
- > Link jobs to your **studies/career interests**
- > **Chat with current employees in your field**
- > Share the great news with your fam and get their two cents

10 MONTHS

- > **Pick a job** and research the company
- > Consider any **necessary certifications** (TEFL, Scuba, etc.)
- > Host a **garage sale** to make quick cash

8 MONTHS

- > Work on your **interview skills!**
- > **Research** your host country
- > **Read a book** and watch a movie or documentary

9 MONTHS

- > Brush up on your **foreign language skills**
- > Start following the **local news**
- > Visit the Career Resource Center—**Update that resume!**

7 MONTHS

- > Check in on your goals
- > Map your **strengths and weaknesses**
- > **Apply for a travel rewards credit card w/no fees**

6 MONTHS - HALFWAY THERE!

- > Start scouring for the **best travel tips**
- > **Stack potential salary against cost of living**

4 MONTHS

- > **Seriously, apply!**
- > Never. Stop. Reading
- > **Organize all your travel documents** and copies
- > **Print business cards** for future networking events

5 MONTHS

- > **Apply for your job** as soon as applications open!
- > **Notify school/current employers**

3 MONTHS

- > **Book your flight & travel insurance!**
- > **Coordinate housing**
- > **Reach out to program coordinators & company** for any questions
- > Shop for **power outfits!**

2 MONTHS

- > Register with **STEP**
- > **Alert your bank** about your travel plans
- > Download **ALL THE APPS**
- > Research **work culture tips**
- > You should have almost all your \$\$\$

1 MONTH - TIME TO GO!

- > **Get packing!**
- > Finish any **last minute school/work**
- > **Buy a journal** to record your travels
- > **Say au revoir** to friends and fam!

WHAT TO PACK

1. Your Passport!
2. Light jacket
3. Waterbottle
4. Sunglasses
5. Hat
6. Sunscreen
7. Appropriate work attire
8. Camera
9. Cash on hand & debit card
10. Phone or tablet
11. Any necessary medications
12. Journal
13. A good book
14. Emergency numbers and contact info
15. A durable backpack or luggage to pack it all in!

