

# Working away from home checklist

- Phone
- Keys
- Wallet
- Travel card
- Laptop, fully charged
- Laptop charger
- Laptop stand, wireless keyboard
- Phone charger
- Lunch/snacks
- Water bottle
- Mouse
- International adapter, if required
- Earphones mp3
- player
- Jumper/cardigan
- Pen
- Notebook
- Highlighter
- Readings/books
- Post-it notes
- Sun screen/hat