

Your Perfect Workation checklist

By following this checklist, you can ensure a smooth and enjoyable workation experience while staying productive and connected to your work commitments. Safe travels and happy workationing! 🌍✈️

Before your Workation:

- Remote work policy:** Most employers have a remote work policy that outlines the rules for workations. We strongly recommend that you read this document in advance, as it will clarify many potential issues. If your employer does not have this policy, they should contact [LUBYO.com](https://lubyo.com).
- Passport and Visa:** Ensure your passport is valid for at least six months beyond your planned return date. Check if you need a visa for the country you're visiting and arrange it in advance if necessary. Many non-EU countries offer digital nomad visas for longer stays. There are a lot of resources about this online. Here is one example: <https://freakingnomads.com/digital-nomad-visa-countries/>
- Accommodation:** Book a comfortable and suitable accommodation with reliable Wi-Fi and a designated workspace. Consider coworking spaces nearby for a change of scenery. By the way, all destinations on [LUBYO.com](https://lubyo.com) are suitable for work, with a comfortable coworking space already included in the price. We save your time on research.
- Logistics:** Make sure you know how to get to your accommodation. Is public transportation available? If you plan to rent a car, try to reserve it at least 2 months in advance to avoid higher costs.
- Travel Insurance:** Purchase comprehensive travel insurance that covers medical emergencies, trip cancellation and lost luggage. [LUBYO.com](https://lubyo.com) can help you make the right choice. Please note that the medical insurance provided by your employer only covers cases that would normally occur in a work situation during working hours. All other issues are not covered.
- Calendar:** Change your location in your work calendar - your colleagues will see that you are not available for in-person meetings and your availability when you are in a different time zone.
- VPN:** If you need access to your company server, make sure you have a suitable VPN client if needed.

- Remote Work Essentials:**
 - Laptop and charger
 - Reliable internet connection - this is guaranteed if you book one of the destinations offered by LUBYO.com
 - Necessary work documents and files
 - Headset or headphones for virtual meetings
 - Power adapter if traveling to a country with different plug types

- Travel days:** Consider taking a day off on your arrival and departure days. The last thing you want is to be stressed out about possible delays and taking calls from an airport or bus.
 - If you absolutely must work on a travel day, plan some buffer time and try not to schedule or accept meetings on those days.

- Mobile Data:** Avoid using unprotected public WiFi networks with your work devices. Make sure you can use your cell phone's data as a hotspot while abroad; if necessary, purchase additional data bundles or a data SIM card in your destination country. Most airports have newspaper kiosks where you can buy SIM cards.

- Working half-days:** Consider discussing with your manager a plan that allows you to work only half days during your workation. If you want to spend more time exploring places and doing some sightseeing. A standard 9-to-5 workday offers less flexibility with that.

- General Communication:** Transparency is essential. Inform your employer, colleagues or clients about your workation plans and establish clear expectations regarding availability, working hours, and communication channels.

While on Workation

- Budget Planning:** Create a budget for your workation, including accommodation, meals, transportation, and leisure activities. Consider currency exchange rates and any additional fees or taxes.

- Local Culture and Customs:** Research the local culture, customs and etiquette of your destination to avoid unintentional cultural faux pas. For example, the most common question is: "Is it common to tip in a restaurant and how much should I tip?" You might be surprised, but even within the EU there are big differences between countries. Learn a few basic phrases in the local language to make communication easier.

- Leisure Activities:** Plan some leisure activities and sightseeing opportunities to make the most of your workation experience. Explore local attractions, try authentic cuisine, and immerse yourself in the culture of your destination. LUBYO.com can help you to plan and give you some advice on things to see and try in your workation region.

In case of Emergency

- Emergency Contacts:** Keep a list of emergency contacts, including local emergency services, your country's embassy or consulate, and your insurance provider.
- Your working hardware:** If your employer has an IT support department, we strongly recommend that you save their phone number and/or email separately. If something goes wrong with your hardware, it is best to contact them first.
- Backup Plans:** It happens rarely, but it is good to have a prepared contingency plan for unexpected situations, such as flight cancellations, natural disasters, or sudden changes in health or safety conditions. The most important thing is to be mentally aware that these things can happen and to know how to act.

Write down your emergency contacts here:

Insurance:

IT Support:

Other:

Save this checklist on your mobile device or print it and take it with you when traveling.

It can also be very helpful to just talk to someone who has already been on a workation and can share their experience with you. Try asking your friends or colleagues and of course us at [LUBYO.com](https://www.lubyo.com) We are always happy to share our knowledge with you - contact us using our contact form.