Travel Timeline Planner

Free printable PDF

A simple trip planner to help you map out one trip from first idea to departure. Use it to capture dates, bookings, budget, companions, checklist items, and countdown notes in one place.

Trip	_____
Destination	_____
Travel dates	_____
Booked by	_____

How to use this planner

Write in your key trip details first.
Break your preparation into milestones.
Use the interactive checkboxes for tasks you have finished.
Keep notes for anything you do not want to forget.

What is included

- Trip overview
- Timeline notes
- Bookings + admin
- Pre-departure checklist
- Larger packing shortlist

Planner flow

6 months before	3 months	1 month	2 weeks

1 week	Day before	Departure day

Use each milestone box to capture tasks, reminders, and last checks as your trip gets closer.

1. Trip overview

Trip name	_____
Departure date	_____
Main transport	_____

Destination	_____
Return date	_____
Accommodation	_____

Travel companions

_____

_____

_____

_____

Budget / spending notes

_____

_____

_____

_____

2. Countdown milestones

Use the next two pages to add notes and tasks for each stage of the run-up to your trip.

| 6 months before | 3 months | 1 month | 2 weeks |

| 1 week | Day before | Departure day |

General notes

_____

_____

_____

3. Timeline notes by countdown

6 months before the trip

Done ☐

Priority tasks / reminders

_____

_____

_____

_____

3 months before

Done ☐

Priority tasks / reminders

_____

_____

_____

_____

1 month before

Done ☐

Priority tasks / reminders

_____

_____

_____

_____

2 weeks before

Done ☐

Priority tasks / reminders

_____

_____

_____

_____

4. Final countdown notes

1 week before

Done ☐

Priority tasks / reminders

_____
_____
_____
_____

Day before

Done ☐

Priority tasks / reminders

_____
_____
_____
_____

Departure day

Done ☐

Priority tasks / reminders

_____
_____
_____
_____

Extra notes

_____
_____

5. Bookings and admin checklist

☐ Passport validity checked

☐ Flights or transport booked

☐ Accommodation booked

☐ Travel insurance arranged

☐ Visa / entry requirements checked

☐ Airport transfers planned

☐ Key reservations saved offline

☐ Emergency contacts shared

Booking references / admin notes

_____

_____

_____

_____

6. Pre-departure checklist

- ☐ Check in online
- ☐ Download tickets / boarding passes
- ☐ Check weather forecast
- ☐ Withdraw or exchange money
- ☐ Charge devices and power bank
- ☐ Pack medication and essentials
- ☐ Confirm transport to departure point
- ☐ Take out rubbish / lock up / final home checks

Last-minute notes

_____

_____

Packing shortlist

Essentials	Clothes	Toiletries / tech
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____