

# ORGANIZING BUSINESS TRIPS



Avoid stress, pack bags & book travels perfectly, note intercultural skills & etiquette,

communicate better with small talk, plan all meetings well

Simone Janson (ed.)

# Organize business trips

Avoid stress, pack and book properly, intercultural skills & etiquette, better communicate on the go, plan all meetings well

*Simone Janson (ed.)*

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# **Introduction: Information, Experiences of Success, Inspiration - you'll find all that in this Book**

Dear readers,

glad we could convince you of the 4th, significantly extended edition, like thousands of readers before. Because this book makes your success tangible: In the following pages, you will not only encounter expert knowledge, but also a wealth of practical tools and resources that can help you achieve your goals and realize your full potential.

## **Achieve Goals Interactively: Awards, Press Reviews, Customer Feedback**

For its interactive concept, the publisher was not only awarded the Global Business Award as Publisher of the Year by Corporate Vision Magazine and supported by the Minister of State for Culture and Media of the Federal Republic of Germany, but also repeatedly recognized in renowned media such as **ZEIT**, **Süddeutsche**, **personalmagazin**, or the special magazine **Personalführung**. For example, the **FAZ**, one of the most influential Newspapers in Germany, attests to us "good actionable tips" and customers like the **Press and Information Office of the German Federal Government** are enthusiastic. You can find many more reviews as well as information on free review copies at <https://best-of-hr.com/press/>.

Renowned experts from various fields - overview in the table of contents - have compiled their expertise and experiences to provide you with valuable insights and advice, practical and condensed. As a reader, you will also receive working materials as part of your book purchase, which you can download for free at <https://best-of-hr.com/academy/>. In addition, workbooks are available to help you reflect on the inspirations from this book.

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specifically tailored to your needs, we want to ensure that you make the most of this reading experience.

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Briefly and concretely this is your benefit from this book: You support certified climate protection projects, quickly receive compact information and checklists from experts as well as access to AI extensions and the possibility to individually live your inspirations as an experience. Because business trips are an integral part of many jobs. However, there are a number of things to keep in mind to ensure that everything runs smoothly - and not just when choosing the right hotel or booking a flight. It is crucial for success or failure, namely what impression you make of others yourself. This is all the more true for business trips abroad, on which you can quickly step into your shoes. Above all, it is important for success in negotiations that one knows the rules of the game according to which business conduct works in a country. And another challenge is to maintain your shape, even in extreme climatic conditions such as extreme heat. This book provides information on all of these aspects.

You will receive valuable resources through this [unique publishing concept](#) that will enhance your knowledge, stimulate your creativity, and make your personal and professional goals achievable. This allows you to discover new ways, expand your thinking, and improve your skills to experience success. You will receive concrete advice, proven methods, and strategies to overcome challenges and overcome obstacles. By providing specific action steps and practical guidance, you will learn how to define your goals and develop plans to progress step by step. The clear structure and our special, highly detailed table of contents support you in quickly finding the desired information and implementing it directly into practice.

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learning experiences from our academy with individual exercises. And the interactive [travel planner](#) helps you plan individual moments of success.

One of the greatest strengths of AI is its ability to process large amounts of data and recognize patterns. By using machine learning algorithms, AI can learn from this data and make predictions. This enables you to make informed decisions, optimize your strategies, and even solve complex problems. Whether it's your personal career management, optimizing communication processes, or improving work efficiency - AI can help you achieve your goals more effectively.

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So you see: from cost savings to access to knowledge and education, to the opportunity to experience and live your own successes, to inspiration for entrepreneurial activities, and the possibility to earn money with our publishing house - reading our books can provide you with financial benefits in various ways.

# **Organizational life hacks for business travel and everyday business: 12 ingeniously simple tricks**

*// By Anita Arneitz*

Traveling to customers and business partners is indispensable for many in business. In order to make the journey and the stay more enjoyable and with less luggage, there are some ingenious life scapes, so-called lifehacks. In an instant, a simple trick turns an object, which one might have anyway, to a practical helper.

## **What must be considered on business trips?**

Business trips are exciting, impulsive, full of new experiences - and sometimes annoying. Especially when flights, hotels, rental cars, meetings and presentations have to be organized from today to tomorrow.

- Which means of transport should you choose?
- What about internet reception at the hotel?
- Will I feel comfortable in the assigned room?
- Are there ways to relax?

## **Plan ahead of schedule**

In spite of the hustle and bustle it is worth to plan ahead before the trip. For example with lifehacks. This is nothing else but the old-tried trick 17, which perhaps Grandma already knew, but eventually fell into oblivion.

Simple things with a big impact. For example, those who roll up their clothes not only save space in the suitcase, but also prevent wrinkles. Just as a classic tissue paper between the sensitive parts. After all, you should also look dapper for the business meeting.

## **Simple tricks with great effect**

"Damn it, I forgot that at home" or "these things would be very practical now": Despite sophisticated preparation, you can also get on business trips in situations in which such thoughts come to mind.

Lifehacks, ie creative tricks and tricks taken from life, can be remedied. But that's not all. They also awaken the spirit of improvisation and inspiration to make the most of what's available. Or even better: to use utensils completely differently than originally planned.

## **12 brilliantly simple tips, which make the travel day easier**

If you look more closely when traveling, there are exciting ways to reuse objects. In this sense, lifehacks are not only rich, but also sustainable. Finally, sustainable business travelers also pay attention to the ecological footprint.

1. Never go without a smartphone, tablet or netbook out of the house is a solid basic rule for business travelers. Accessibility must be provided for important projects. Thus, seats at sockets are mandatory. No matter whether in the waiting room or on the train.
2. In the case of travel documents, digitalisation is recommended: a passport, booking confirmation, travel plans or work documents should be stored as a digital copy on the mobile phone. Server services also provide good service on the road to access anywhere.
3. It is also important to maintain productivity during the voyage. Check the web access, if necessary take a pocket rocker, so that the hotel room becomes a second office. In general, the accommodations do not have to lose sight of their balanced balance.
4. Calmness and effectiveness are closely related. Tip: An alternative to a hotel could be furnished apartments. The chance for a "like at home" feeling is greatest there. Of course, a hotel offers more comfort.
5. And do not forget to adapt the sleep rhythm according to your destination in time to prevent jet lag and fatigue.
6. A tea bag is an important helper in need. If someone is on the road all day, hitches from one meeting to another or, after long hours, leaves the plane, catch shoes inevitably to separate odors. Perhaps now missing a suitable spray in the hotel room or the own stands well in the domestic closet. Then the tea bag comes into play. Mostly found in the room or at the buffet, he eliminated in the shoe laid out any stink. The best is with black tea, but also herbal or fruit tea works over the night.
7. On the road, a spectacle case can be used as a storage location for headsets of a hands-free kit or data sticks. Shock resistance and protection from cable salad are a striking argument.
8. If someone is visiting business in a country without a euro, the foreign currency can easily be separated from the euro banknotes by means of a paper clip. Simple but effective.
9. Lifehacks for air travel: Which terminal was that again? And where is the check-in counter please? Instead of rushing haphazardly over the airport grounds or searching for hours on airport websites, just enter the flight number into the search engine and you have all the information you need at a click.
10. For long-haul flights or long-distance bus services, a neck roll is convenient if it were not at home. So that it is still comfortable, put a few elongated balloons in your pocket. Inflated and wrapped in a sweater, they are a good cushioning alternative.
11. Against the snoring of the seat neighbors help earplugs shaped from a handkerchief, a cloth on the eyes serves as a sleeping mask and disinfectant as a deodorant substitute.