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Your doctor should supply you be staying. with a letter listing any prescription you're taking and why you

are taking it. It's also a good idea to make up an itinerary of countries you will be visiting with their immunization and visa requirements and the addresses of the embassies nearest to where you'll

Business travel usually means short trips with tight schedules. So

to make effective use of your time, take advantage of travel time to have a look at those files and projects you keep meaning to get to. Call your answering machine each night and listen to your messages. This way you can keep tabs on what's happening at home so that you're not missing anything.

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