

# Calm Airport Day Planner

## Plan backward from the gate

The departure time is the end of the airport preparation window, not your target arrival time.

Start with the operating airline's arrival, check-in, bag-drop and boarding instructions for the actual airport and route. Work backward through each step. A small airport, an international departure and an assistance appointment can require very different plans.

1. Record departure and boarding information separately, using local time.
2. Write the airline's recommended airport arrival time and any earlier assistance or equipment instructions.
3. Add the journey from home, parking or drop-off, and a realistic road-delay allowance.
4. Assign one person to flight-status checks and one place for the documents. Keep a backup ride decision time.

### What this planner gives you

A timeline, document record, packing check, waiting plan and arrival plan. It cannot promise queue lengths. Use the worksheet to make your assumptions visible, then replace estimates with provider instructions.

# Worked example: the 11 a.m. flight

Illustrative domestic journey. These are example times, not airport arrival advice.

| Planning item                                | Example record                |
|----------------------------------------------|-------------------------------|
| Flight departs                               | 11:00 local time              |
| Airline arrival recommendation for this trip | 09:00                         |
| Road journey                                 | 45 minutes                    |
| Road-delay allowance                         | 20 minutes                    |
| Leave home                                   | 07:55                         |
| Ride failure decision time                   | 07:40: call the agreed backup |

The traveler checks the terminal the evening before and again on departure day. If the airline changes the arrival instruction or the assistance team gives an earlier meeting time, the home-departure calculation changes too. The 20-minute road margin does not replace airport processing time.

Your airline’s actual arrival instruction

Your departure-from-home calculation